

Current Lamination Policies of the Library of Congress

FRAZER G. POOLE

THE LIBRARY OF CONGRESS has been evaluating for several years the usefulness of preserving documents through the use of cellulose acetate film and tissue. At the present time, the lamination of manuscripts having archival value, i.e., documents which should be preserved indefinitely as distinguished from those which need to be preserved for 50-75 years or less, has been almost entirely abandoned in favor of techniques which are much less damaging to the originals and which leave them completely accessible for future treatments if needed. In other words, we have adopted a more cautious attitude toward any process which might render future treatment either impossible or economically unfeasible.

When the lamination process is correctly used and precisely monitored, the life expectancy of some laminated documents may be archival, although we say this with reservations. As is well known, there is ample evidence that lamination without deacidification and alkaline buffering is nearly worthless as an archival preservation technique. We consider it absolutely essential, therefore, that all materials to be laminated be deacidified *and* buffered with an alkaline salt leaving approximately 3 percent reserve in the paper. However, most presently used aqueous treatments for deacidification and buffering cannot be depended upon to leave this degree of alkaline reserve in all papers, papers which may differ widely in kind and condition and thus in their receptivity to the treatment. For example, the rather commonly used Barrow "one-shot" method, using two grams of dissolved magnesium carbonate per liter, does not leave an adequate alkaline reserve in treated paper. We hope that future investigations will make it easier to predict the percentage of alkaline reserve left in the sheet by a given treatment. This is an area in which L.C. scientists are presently conducting research.

For documents of limited or temporary value, which can be categorized as requiring *less than archival preservation*, L.C. sees no reason why cellulose acetate lamination should not be used, and we continue to use lamination for such materials. However, since L.C. places most documents in the "archival preservation" category, in practice we now laminate very little except a few maps. On the other hand, for documents requiring archival preservation, i.e., those documents which should be expected to last at least 500 years, we now have sufficient evidence of the inadequacy of lamination to eliminate it as an acceptable technique in such cases.

We prefer to use, instead, techniques like polyester film encapsulation, procedures that cannot physically damage documents in any way. Polyester film is by far the strongest physical support medium we have found. Moreover, it is instantly reversible, whereas the lamination process can be reversed (i.e., the film and tissue can be removed) only with difficulty and sometimes not at all. With polyester film encasement the option for additional treatment is left open.

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We believe also that many documents undergo deterioration as a result of the 340°–360°F. heat of the laminator, even though they may be subjected to such heat and pressure for the relatively short period of 20–40 seconds. It is an observable fact that many documents darken or yellow significantly in the process. Further, there is evidence in our own collections that many materials laminated from 15–20 years ago are now turning brittle within the lamination. It is impossible to discover all the reasons for this because destructive analytical tests cannot be conducted on the actual artifacts. However, the evidence is enough for us to adopt a more cautious approach to lamination. We are certain that one reason for the deterioration of these laminated documents is the unpredictability of aqueous deacidification and buffering treatments. Another reason may be that the cellulose acetate used does not always conform to the suggested specifications set forth by Wilson and Forshee in N.B.S. monograph no. 5, 1959. Another reason certainly is related to the fact that the temperature and dwell time of some lamination equipment cannot be precisely controlled.

W. J. Barrow, the pioneer of the whole process, left adequate guidelines for the testing and control of his deacidification solutions. We know, however, that some of his most specific recommendations are not being carried out in a consistent manner by restoration workshops in this country. As an example, titration of deacidification solutions is a very important and fundamental method for checking such solutions both before and during the treatment process. This is, in fact, almost the only practical way to monitor the percentage of saturation which, in turn, indicates the degree of buffering capacity. For many years L.C. operators had no knowledge of this method of checking the effectiveness of deacidification solutions and, in fact, no real control of such solutions. Even today, very few workshops know the proper control of deacidification solutions.

Although L.C.'s Restoration Office now has far more precise methods for controlling aqueous deacidification and buffering procedures, these controls are not yet foolproof, simply because the documents themselves are so variable. As noted above, techniques are needed which predict, with a reasonable degree of accuracy, the full effect of a given treatment. There is, for example, no easy and convenient way, at the moment, of measuring the alkaline reserve in a treated artifact. Unfortunately, and this is not generally understood, there is no correlation between pH and alkaline reserve. Only by soaking test papers having a similar composition and water receptivity to the documents being treated can one test for alkaline reserve by destructive titration, and only on that basis can one assume that the documents will react similarly to the treatment.

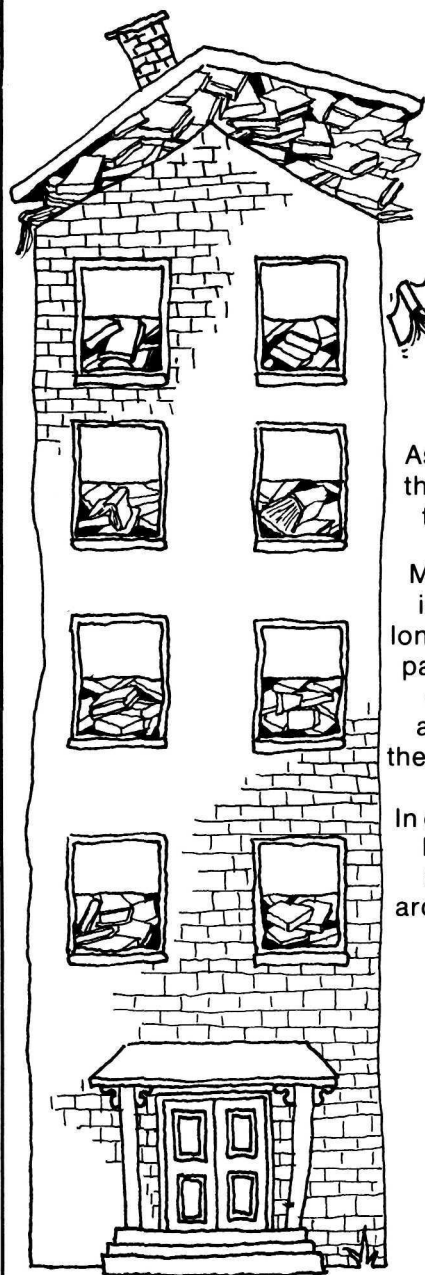
As for polyester encasement, the film and the acrylic double-coated tape used to seal the edges of the envelope have been successfully aged in our laboratory for 60 days—the equivalent of about 500 years natural aging—with little to no deterioration. Further, we have aged a variety of papers, both those which have been deacidified and buffered and those without treatment, for similar periods of time. In the case of newsprint, folding endurance of the encapsulation was in excess of 6500 folds. On this basis alone, the strength of a laminated document is simply not in the same class with polyester film encasement. Polyester film encasement provides additional protection to the treated document in that no matter how brittle the paper it is nearly impossible to fracture the document after it has been encased in polyester film, if a four-edge seal is used.

A comprehensive research program into all aspects of cellulose acetate and other types of lamination is needed before any final pronouncements can be made. We know, however, that there are enough unexplained problems with lamination to suggest that it should be used cautiously and only under precisely controlled conditions. On the other hand, there are almost no problems with polyester film encapsulation. Of course, most techniques can be faulted in some way. Polyester film is heavier than lamination; also it has a high gloss. The question is one of judgment between several factors.

We do not presume to advise others to change their techniques because we have broadened the scope of techniques for the treatment of our own collections. The Library of Congress is very fortunate in having several techniques for preserving artifacts, from microfilming, to "phased preservation," to "partial stabilization treatments," to the very careful and time consuming work of preserving single artifacts of great rarity. Other institutions will have fewer options.

We do suggest, however, that those interested in the archival preservation of their collections should: 1) evaluate their present procedures in terms of their potential for damage to the documents being treated, and 2) seriously consider some of the newer procedures available. No single treatment is a panacea for every preservation problem. Obviously, however, the best treatment is that which does as little harm to the document as possible.

We are now preparing for publication a pamphlet on the technique of polyester film encapsulation. This pamphlet suggests that polyester film encapsulation is a new and valuable preservation tool which may serve better than lamination in many instances. Which process should be used on a given document, however, is a decision for the librarian or archivist, and is dependent upon the nature of the materials, their preservation category, and other factors, many of which differ from situation to situation.



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The Barrow Two-Bath Deacidification Method

W. J. BARROW RESTORATION SHOP, INC.

SINCE SOME CONFUSION over the preparation and use of deacidifying solutions used in the Barrow Two-Bath Deacidification Method has been noted in recent years, this paper's intent is to discuss the proper means of preparing and handling the solutions. It is not a thorough discussion of restoration methods and techniques in general.

The Barrow Two-Bath Deacidification Method has been in use by restorers for some time.¹ The preparation and use of the two solutions which are part of the process have been discussed in general terms previously.² A great deal of test data (i.e., folding endurance, tear resistance, and pH) has been generated about the usefulness of this deacidification method. Very little detail on the practical matter of solution preparation and chemistry has been published. The purpose of this report is to explain fully the proper method of the Barrow two-bath immersion process and its proper application in restoration work.

The Barrow Restoration Shop has developed a preparation recipe for the two-bath process.³ Essentially, this process involves treatment of a document for twenty minutes in each of two solutions. The first solution is one of approximately 0.15 percent calcium hydroxide, or 1.5 grams per liter of calcium hydroxide, which is a saturated solution since this is the maximum solubility of calcium hydroxide at 25°C. This solution neutralizes any acids present in the document being immersed. After the excess calcium hydroxide solution is drained off, the document is soaked in the second bath, 0.15 percent calcium bicarbonate solution. This converts the highly alkaline calcium hydroxide to calcium carbonate. When the sheet is dried, calcium bicarbonate, which exists only in solution, is also converted to calcium carbonate as a finely divided precipitate throughout the fibers of the document. Calcium carbonate acts as a stabilizer against aging degradation and as a buffer against any acidic environment.⁴ This deacidification process has become an essential part of the Barrow Restoration Shop's operation.⁵

This report has been compiled by the W. J. Barrow Restoration Shop, Inc., Virginia State Library Building, Richmond, Virginia 23219.

¹ Y. P. Kathpalia, "Deterioration and Conservation of Paper, Part IV—Neutralization," *Indian Pulp and Paper* (October 1962): 245-51; and Barrow Research Laboratory, *Permanence and Durability of the Book—III, Spray Deacidification* (Richmond: W. J. Barrow Research Laboratories Publication No. 3, 1964).

² Barrow Research Laboratory, *Permanence and Durability of the Book—II, Test Data of Naturally Aged Papers* (Richmond: W. J. Barrow Research Laboratories Publication No. 2, 1964).

³ W. J. Barrow, "Barrow Restoration Shop's Deacidification Instructions for Documents to be Laminated," confidential material, sold with Barrow laminator.

⁴ Kathpalia, "Deterioration and Conservation of Paper—Neutralization"; John C. Williams, "Chemistry of the Deacidification of Paper," *Bulletin of the American Group—IIC* [i.e., International Institute for Conservation of Historic and Artistic Works, now the American Institute of Conservation], vol. 12, no. 1 (October 1971): 23-25; W. J. Barrow, "Restoration Methods," *American Archivist*, vol. 6, no. 3 (July 1943): 151-54; Richard D. Smith, "The Non-Aqueous Deacidification of Paper and Books" (Ph.D. diss., University of Chicago, 1970).

⁵ Barrow, "Deacidification Instructions," confidential material.

THE FIRST SOLUTION

To prepare the saturated calcium hydroxide solution, one should slowly mix 24 grams of calcium hydroxide per liter of water. The solubility of calcium hydroxide is limited, being 1.5003 grams per liter at 25°C. At colder temperatures, its solubility increases slightly to 1.76 grams per liter.⁶ Some restorers prefer to use calcium oxide (quicklime) which is readily available and more economical than calcium hydroxide, since it quickly hydrates in the presence of water to form calcium hydroxide. However, a great deal of heat is generated during this process. A paste should be made slowly, to which more water is added carefully to allow the heat to dissipate. One pound of calcium oxide in 5 gallons of water yields the same saturated solution as 1.3 pounds of calcium hydroxide in 5 gallons of water. These proportions exceed maximum solubility far more than is necessary to maintain saturation.

This solution is allowed to settle, and this first supernatant is decanted or siphoned off and discarded, because it is so alkaline it is believed that alkaline degradation would result while papers were being soaked and because it contains small suspended particles which could cause some inks to fade.⁷ The mixing bottle should be refilled to the same volume with water, and the settled calcium hydroxide in the bottom should be stirred up. When all the particles have again settled to the bottom, leaving a clear supernatant, the solution is siphoned or decanted into a tray and used for soaking the documents for twenty minutes. The mixing and storage bottle should be kept filled with the correct volume of water and tightly stoppered. The bottle may be refilled with water approximately twenty times.

If this calcium hydroxide solution is used infrequently, the bottle should be completely cleaned out and a new solution made up at least once a month, since calcium hydroxide is readily carbonated with the carbon dioxide in the air. A 5 to 10 percent acetic acid solution (vinegar) may be used to clean deposits off the glass bottle; before reuse, the bottle should be thoroughly rinsed with water after the acetic acid wash.

The saturated calcium hydroxide supernatant, which is used for deacidification, is approximately 0.2 to 0.3 Normal and pH 12.0 to 12.6. The solution may be used to soak more than one group of documents. However, its pH should be monitored, since the pH will drop as the calcium hydroxide solution carbonates and some of the calcium hydroxide comes out of the solution as the temperature rises. To protect and increase the longevity of the calcium hydroxide bath, the tray may be placed in ice and covered with plastic wrap.⁸ (This is not necessary for deacidification of the document, but for economical use of the solution.) The clear calcium hydroxide solution may be obtained more quickly by pumping the partially settled supernatant from the bottle through a filter to the soaking tray.

Documents to be soaked should be placed between bronze wire mesh screens in groups (1-2 inch thickness). After placing them in the bath, the restorer should carefully leaf through them to assure that all documents have good contact with the solution and that the air is displaced. The documents are soaked in the calcium

⁶ Robert S. Boynton, *Chemistry and Technology of Lime and Limestone* (New York: John Wiley & Sons, Inc., Interscience Publishers, 1966), pp. 500-503.

⁷ Barrow, "Deacidification Instructions," confidential material.

⁸ Smith, "The Non-Aqueous Deacidification of Paper and Books."

hydroxide bath for 20 minutes, and then are allowed to drain for 2 to 5 minutes and placed into the second bath of calcium bicarbonate.

THE SECOND SOLUTION

To prepare the calcium bicarbonate solution, one must start with the relatively insoluble (0.0153 grams per liter) calcium carbonate. Twenty-four grams of calcium carbonate are used with each liter of water. A convenient quantity to prepare, using these proportions, is one pound of calcium carbonate in five gallons of water. This mixture should be bubbled with carbon dioxide gas for at least fifteen minutes. The gas bubbling arrangement should include a gas diffuser placed close to the bottom of the vessel to insure thorough mixing, good contact time, and a large surface area for the carbon dioxide and calcium carbonate. The solution should be bubbled long enough to yield a Taylor Hardness Index of 2.5 to 3.0 and minimum pH 6.0 to 6.5.⁹ In this process, the greater the carbon dioxide pressure, the greater the calcium carbonate solubility.¹⁰ The maximum solubility of calcium bicarbonate is 110 grams per liter in carbon dioxide-saturated water at 20°C.¹¹ The limited solubility of the calcium carbonate limits the conversion to calcium bicarbonate, even though there is an excess of carbonate and carbon dioxide available. The bottle used to prepare this solution should not be filled and should be stoppered tightly. The carbon dioxide pressure will then be one atmosphere over the solution.¹² The clear supernatant is decanted or siphoned off and used as the second bath.

The bottle may be refilled as needed. Since the solution must be bubbled with carbon dioxide to maintain the proper concentration, it will lose strength if prepared too far in advance of use. Water may be added to the remaining sediment in the bottle and rebubbled with carbon dioxide approximately twenty more times. When refilling the bottle with water, the user should be sure that the sediment (calcium carbonate) in the bottom is completely mixed and stirred up before rebubbling with carbon dioxide. Additional calcium carbonate powder may be added to the sediment (approximately 250 grams or ½ pound) before adding the water, to extend the use of this solution. The bottle should be emptied and cleaned and the solution should be freshly prepared at least once per month.

This second immersion bath is approximately 0.15 parts per hundred or 1.5 grams per liter (0.01 Normal) concentration as calcium bicarbonate. After the solution has been allowed to settle (usually one hour), the supernatant is used for soaking the documents on wire screens. Each stack of documents is placed in the bath with the same care and approach used in the first bath. Soaking in this bath should be for twenty minutes.

The sheets neutralized with calcium bicarbonate are drained and air-dried overnight between bronze wire mesh screens. The sheets should be lifted from the screen and pressed between blotter papers in a binder's press to prevent cockling and to insure a flat sheet.¹³

⁹ Taylor Chemicals, Inc., *Instructions for Use of Taylor Slide Comparators* (Baltimore: 1971), p. 12.

¹⁰ Williams, "Chemistry of the Deacidification of Paper."

¹¹ Boynton, *Chemistry and Technology of Lime and Limestone*.

¹² Williams, "Chemistry of the Deacidification of Paper."

¹³ Barrow, "Deacidification Instructions," confidential material.

CONCLUSIONS

It has been shown that the resultant pH of paper treated by the two bath immersion process ranges between pH 7.5 and 9.0.¹⁴ It has been a concern of some restorers that the initial bath of calcium hydroxide at pH 12.6 may degrade the cellulose in papers. No evidence of this has been observed.¹⁵ The second bath of calcium bicarbonate (pH 6.2) carbonates the calcium hydroxide in the sheet to prevent subsequent alkaline degradation. The calcium ion seems to have a stabilizing effect, as evidenced by accelerated oven aging studies.¹⁶ The materials and apparatus involved in this type of deacidification are inexpensive, but the time required for treatment is costly. Books must be disbound so that each sheet can be treated individually. An interesting benefit from soaking aged yellowed papers in the two calcium solutions seems to be a "cleaned-up" look of some aesthetic value. Frequently lignins and resins in cellulose materials colored by aging may be sparingly extracted in basic aqueous solutions.

The Barrow Research Laboratory has conducted tests on several types of paper samples treated with the Barrow two-bath process and artificially aged. The results of this testing may be summarized by stating that the two-bath immersion process notably improved the folding endurance retention and tear retention, completely neutralized the paper's acidity while conferring a reasonable level of reserve alkalinity, and increased the initial brightness of the paper. The brightness of the deacidified sheet was not altered during lamination.

The Barrow two-bath immersion process is a safe, effective deacidification process with a useful application to the hand preservation of documents.

¹⁴ Kathpalia, "Deterioration and Conservation of Paper—Neutralization"; Barrow Research Laboratory, *Permanence and Durability of the Book—II, Test Data of Naturally Aged Papers*; and Boynton, *Chemistry and Technology of Lime and Limestone*.

¹⁵ W. J. Barrow Research Laboratory, Inc., "Maximum Safe pH," Technical Notes, *American Archivist*, vol. 38, no. 1 (January 1975): 65.

¹⁶ Barrow Research Laboratory, *Permanence and Durability of the Book—II, Test Data of Naturally Aged Papers*.

A Visible File Catalog for Photographic Materials

HILDA BOHEM

IN 1974 THE UCLA LIBRARY DEPARTMENT OF SPECIAL COLLECTIONS was awarded an NEA grant for the conservation of its photographic collections. In some measure, the project was also to be a pilot which would explore procedures and establish guidelines for other institutions embarking upon similar projects.

Initially we decided that it would be advisable to have 4 x 5 archival copy negatives made of our historic photographs, both separate images and those in books. A copy negative serves several purposes: it preserves the information on a fading print; it can be used to make a new print which may be enhanced or intensified by optical and chemical means; and it provides a ready negative so that the primary image need not be exposed again and again to the handling and hot lights of repeated copying.

We decided that it would provide additional protection if we were to produce a "visible file" of copy prints to be used for identification purposes. Consulting with Robert Heinecken and Leland Rice of the photography faculty of the university's Art Department, we learned that slide sets of the major nineteenth-century photographs would be valuable to them as teaching aids for the history of photography. They suggested that we use Kodak 5247 film from which we could make not only slides in characteristic sepia tones but also black and white identification prints. Slide set production from this film is relatively inexpensive. The negative is kept intact in rolls of approximately 36 exposures and can be used at any time for printing of additional slide sets.

Selecting the most valuable and important of our vintage images, we photographed them on Kodak 5247, 35mm., color negative film from which we generated a "visible file," a card catalog with a black and white print of each image. There are various ways that such a file can be made. Usually a small print is dry mounted to the corner of a card, 3 x 5 or larger, on which pertinent cataloging information is recorded. Such a file tends to grow lopsided because of the additional thickness of the mounted print. We were able to eliminate this disadvantage by making our file cards of double weight, semi-mat photographic paper and printing the image directly on to the upper right corner. This surface accepts typing. We used an IBM carbon ribbon to prevent any damage to the photograph from volatile typewriter ribbon inks. Double weight paper will roll into the typewriter without cracking, but it has a tendency to remain slightly curled. However, after a short time in the file drawer, with the blocking back up tight, the curl begins to disappear. The cards should be encased in standard catalog-card protectors, clear mylar, for maximum protection against wear and soiling.

A main entry card precedes each group of images from a book or a collection. This card is sleeved in a card protector with a colored top edge for ease of access. Behind

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the main card, each image card bears only the call number of its book or collection, its place number or page number within the book, and a title for the photograph if there is one. In instances where a published catalog exists, such as the Bradley and Rulofson Catalog of Muybridge photographs, the B & R number is also recorded. Any important overall information such as measurements which apply to an entire book may be entered on the main card, so that the image card information is minimal and unique. This will allow enough room on a 3 x 5 card for an image enlarged to about twice the size of the 35mm. negative. Should the user need a larger image for study or selection purposes, he may use the color slides with a small Agfascope viewer which is very simple and designed for individual use.

Considering the visible file a shelf list, we arrange the cards in call-number order. The main entry card in our public catalog is stamped with the information that a visible file of the photographs is available.

This system, of course, relates specifically to the way our collection is used and the amount of access and service the library feels it is able to provide. For a library with a different budget, different emphasis, or different quantity of photographic holdings, the system might have to be altered by reducing or enlarging the amount of information provided or even the size of the visible file card. The International Museum of Photography at George Eastman House, which uses a much larger file card with a dry mounted identification image, offers its patrons so much information about the material that it has decided to computerize its catalog. But Eastman House is devoted exclusively to the subject of photography. For a university research library, we feel that the visible file we have devised is serviceable and economical for us and for our patrons as well.

The cost of a slide set from the 35mm. negative is low, somewhere between \$3 and \$4; although this kind of inexpensive mass production is available only for the full set, even if the patron should require no more than one slide. However, since our first objective was to make a black and white print for a visible file, and the second was to make slide sets available for instructional use, the need for selected slides was thought to be a negligible consideration, especially since, for each of the images, there is a 4 x 5 copy negative and it is possible, therefore, to make other arrangements for individual reproduction.

In choosing this system, we took into consideration current concerns about the short life of color film; but, since we are involved only with sepia tones which, being in the red range, are the most stable, we felt that the deterioration factor was not likely to be nearly as critical as for full-range color with the four-year factor now being predicted. Furthermore, it will be possible to duplicate the 35mm. negative at a moderate cost, if it should be necessary. A program for periodic examination and evaluation of the film is being planned. Should shifting priorities eliminate the need for slide sets, even this precaution may be phased out.

Primarily, our objective was to eliminate excessive handling and exposure of our endangered nineteenth-century photographs. This we have achieved by making, first, a visible file printed from 35mm. negatives, and, second, an archival 4 x 5 negative. We have reaped certain bonuses in being able to provide slide sets and in saving man-hours by not having to manipulate very large mounted images or very large, heavy books. While there most certainly are more elaborate and expensive ways to go, we have been able to increase our ability to serve patrons while at the same time paying our debt to the future by offering maximum protection to our historic photographs.

Cataloging Motion Picture Film: A Descriptive Bibliography

HARRIET W. AVENEY

OF ALL TYPES OF AUDIOVISUAL DOCUMENTS to be found in archives, motion picture film and videotape are among the least accessible. These items are often bulky and not easily handled. They cannot be browsed, and they require special projection or viewing equipment for use either by staff or the clientele of the archives. In addition they are fragile and subject to damage every time they are viewed. For these reasons, it is important for archives to provide catalogs of their motion picture and videotape holdings, catalogs sufficiently detailed to enable the user to determine which films will be helpful in his research and to eliminate the materials he does not need to view.

In general, catalogs of motion pictures and videotapes should serve the following functions: (1) provide a list of the archives' holdings and often include certain acquisitions controls, such as donor, date of acquisition, and special restrictions; (2) act as a guide to the physical location of the material within the archives; and (3) provide basic information about the subject content, creation, production, and release of the film or videotape. The emphasis which each archives gives to these functions will vary according to the size of the collections, the staff and funding available to the institution, and the needs of its users, both staff and clientele. Archives which contain quantities of stock-shot or "unpublished" footage will need different types of controls and points of access from those whose holdings consist primarily of complete, edited productions. The cataloging system which an archives decides to follow must be carefully tailored to suit its needs and capabilities, and any standardized set of rules designed for use by large numbers of archives must be flexible enough to allow for these differences.

The bibliography which follows is intended to encourage and to guide archives in preparing catalogs of their holdings. Comparatively few such catalogs have been published up to now, so any future work can benefit from communication between catalogers with a view towards achieving compatibility—if not uniformity—of product. This is especially important if automated cataloging procedures are to be employed.

This bibliography is limited to English-language books and articles and includes a variety of sets of rules, discussions of these rules, practical guides to the organization and administration of film collections, and discussions of cataloging problems which archivists may encounter. Also included are a computer format for cataloging films and, additionally, there are narratives of experiences with computerized cataloging of film collections. The periodical articles in this bibliography cover the period between 1965 and 1974. Those who need a more complete bibliography of film librarianship may wish to consult the bibliography by Sam Kula included in this list.

Harriet W. Aveney is on the staff of the Motion Picture Section of the Library of Congress.

Ali, Syed Inayat. "Cataloguing of Motion Pictures." *Pakistan Library Bulletin* 4 (September–December 1971): 19–33.

Compares three cataloging codes: (1) "Library of Congress: Rules for Descriptive Cataloging in the Library of Congress: Motion Pictures and Filmstrips, 1953," (2) "Unesco, International Standard System for Cataloguing of educational, scientific and cultural films and filmstrips," and (3) *Anglo-American Cataloging Rules*, Chicago, American Library Association, 1967, and points out the inadequacies of all three. Includes a list of cataloging data elements and a standardized list of film-related terms and abbreviations. Ends with a proposal for a new cataloging system designed to meet local needs.

American Library Association. *Anglo-American Cataloging Rules. North American Text*. Chicago: American Library Association, 1967.

Comprehensive rules for cataloging books and other library materials. Chapter 12, which is concerned in part with audiovisual materials, has been revised and published separately. See next entry.

American Library Association. *Anglo-American Cataloging Rules: North American Text: Chapter 12 Revised: Audiovisual Media and Special Instructional Materials*. Chicago: American Library Association, 1975.

Designed to be used in conjunction with the basic text, *Anglo-American Cataloging Rules*, this revision is patterned whenever possible after the standard rules for cataloging monographs. Includes a single set of rules designed to cover the following types of media: motion pictures, filmstrips, videorecordings, slides, transparencies, charts, dioramas, flash cards, games, kits, microscope slides, models, and realia. Where separate treatment for the differing types of material is required, these differences are noted within the basic rule structure. Includes examples, a glossary, and an index.

Andrew, Janet. "Motion Pictures and N. B. M. Rules." *Catalogue & Index*, no. 31 (Autumn 1973): 5–6.

A short explanation of the "NCET Non-Book Materials Cataloguing Rules." Includes sections on: Source of description (MP 2), Title statement (MP 3), Credits (MP 6), Imprint (MP 7), Physical form designator and technical specifications (MP 8), and Notes (MP 10). Emphasizes the fact that the procedures for cataloging films in any library must vary according to the uses to which the films will be put. Any standard set of rules must therefore be flexible enough to provide for these necessary variations.

Andrew, Janet. *Non-book Materials and the Librarian: A Select Bibliography*. 2d ed., rev. and enlarged. London: Aslib Audio Visual Group, 1972.

A bibliography of books, pamphlets, and periodical articles published in English between 1965 and 1972. Arranged by topic with author and subject indexes. Covers the following general topics: multi-media collections and services, single media collections and services (film, maps, newspaper clippings, photographs

and pictures, slides and filmstrips, sound recordings), cataloging and indexing: standards and practice, bibliographic control, interlibrary cooperation, personnel, audiovisual aids, copyright, educational technology, bibliographies, and directories.

Aslib. Film Production Librarians Group. Cataloging Committee. *Film Cataloguing Rules*. London: Aslib, 1963.

A basic rule book with separate rules for the following categories: complete films other than newsfilms, newsfilms, picture material other than complete films, sound material-sound effects, and dubbing tracks. Other sections deal with added entries, capitals, punctuation, figures, and definitions. Includes sample cataloging entries.

Association for Educational Communications and Technology. Cataloging Committee. *Standards for Cataloging Nonprint Materials*. Rev. ed. Washington, D.C.: Association for Educational Communications and Technology, 1971.

A basic rule book which outlines basic data elements, gives sample cards, and provides rules for the following types of nonprint media: art print, audiotape, chart, computer tape, diorama, filmstrip, flash card, game, globe, kit, map, microform, mock-up, model, motion picture, phonodisc, picture, slide, specimen, study print, transparency, and videotape. Advocates main entry by title for motion pictures and videotapes, and refers to the Anglo-American Rules.

Clugston, Katharine W. "Anglo-American Cataloging Rules: Film Cataloging at the Library of Congress." *Library Resources & Technical Services* 13 (Winter 1969): 35-41.

An outline of the history of film collecting and cataloging at the Library of Congress, and a plea for standardizing rules to include both the needs of educational media libraries and those of film archives and other libraries which serve historians and film scholars. Includes bibliography.

Collison, Robert Lewis. *Indexes and Indexing: Guide to the Indexing of Books, and Collections of Books, Periodicals, Music, Recordings, Films, and Other Material, with a Reference Section and Suggestions for Further Reading*. 4th rev. ed. New York: John De Graf, Inc., 1972.

Includes a short article, "Indexing Shadows on a Screen," pp. 120-23, which explains how newsfilm is cataloged at the National Film Archive, London. Gives examples of unit and index entry cards.

Collison, Robert Lewis, ed. "Libraries for Television." *Library World* 67 (July 1965): 3-7.

Describes the British Broadcasting Corporation Television Library services, including reference sources, pictures, sound recordings, and films. Explains the way in which all materials are used and emphasizes the need for speed of access. Film materials are cataloged and indexed both as complete productions and with a stock-shot approach.

Cox, Carl T. "The Cataloging of Nonbook Materials: Basic Guidelines." *Library Resources & Technical Services* 15 (Fall 1971): 472-78.

Describes procedures which could be used to standardize the cataloging and control of all nonbook materials. Outlines and explains the data elements which should be included in each cataloging description. Provides examples.

Croghan, Antony. *A Code of Rules for, with an Exposition of, Integrated Cataloguing of Non-Book Media*. London: Coburgh Publications, 1972.

Includes introductory chapters about the nature of nonbook media and the problems of describing these materials. Presents general rules for all media with specifics for the following categories: the moving image-film and television; two dimensional objects-pictures, prints, photographs and charts, geographical artifacts; three dimensional objects; music and records of other sounds; computer and machine readable media; programmed learning materials; microforms. Advocates creator as main entry in all above cases.

Croghan, Antony. *A Thesaurus-Classification for Non-Book Media*. London: the author, 1970.

An attempt to provide a standard terminology for the physical description of various nonprint media. Provides both numbers and terms.

Daily, Jay E. *Organizing Nonprint Materials; a Guide for Librarians*. New York: Marcel Dekker, 1972.

Contains advice for organizing, cataloging, and storing a variety of nonprint materials, including pictures, filmstrips, transparencies, mock-ups, models, specimens, filmstrips, motion pictures, videorecords, and phonorecords. Includes a subject heading list, a sample community survey, suggestions for writing a procedural manual, and a bibliography.

Fielding, Raymond. "Archives of the Motion Picture: a General View." *American Archivist* 30 (July 1967): 493-500.

A plea for archives to collect and preserve motion picture materials. Describes the materials which film archives ought to collect, and problems which they encounter; also gives a list of major motion picture archives in the United States.

The Focal Encyclopedia of Film & Television Techniques. New York: Hastings House, 1969.

Deals primarily with aspects of film equipment, preparation, production, and technique, but includes three articles of special interest to the archivist or librarian. "Film Storage" discusses conditions for long-term, short-term, and archival storage; storage of nitrate, acetate, and magnetic materials; and special stability, hypo, and nitrate tests. The other two articles, "Library (Film)" and "Library (TV)" discuss organization, administration, selection and acquisition, cataloging and subject analysis, and storage and equipment.

Gilbert, Leslie A., and Wright, Jan W. *Non-Book Materials: Their Bibliographic Control*. NCET Working Paper, no. 6. London: National Council for Educational Technology, 1971.

Proposals for a national computer system which would include audiovisual materials produced in, or of use to, the United Kingdom. Examines the current status of nonbook material cataloging controls and makes recommendations for future use.

Grove, Pearce S., and Clement, Evelyn G., eds. *Bibliographic Control of Nonprint Media*. Chicago: American Library Association, 1972.

Compiled and edited from sixty-eight papers by forty-nine contributors from the U.S., Canada, and Great Britain who attended the United States Office of Education Media Institute's meetings on Systems and Standards for the Bibliographic Control of Media, in Norman, Oklahoma, in 1969, and in Chicago and Detroit in 1970. A state-of-the-art publication which includes articles on networks, access and use requirements of nonprint media, future needs, systems and standards, professional activities, statistics and terminology, etc. Includes an extensive bibliography.

Harrison, Helen P. *Film Library Techniques; Principles of Administration*. Studies in Media Management. New York: Hastings House, 1973.

A general work dealing with film library organization and administration. Includes the following sections: Function of Film Libraries, History and Development of Film Libraries, Selection Principles and Techniques, Film Handling and Retrieval, Shotlisting or Sequence Listing, Documentation and Storage of Documents, Cataloging, Information Retrieval, Storage and Preservation, Staffing, Layout and Planning, Economics, Copyright, and Future Developments. Includes bibliography.

Hicks, Warren B., and Tillin, Alma B. *Developing Multi-Media Libraries*. New York: R. R. Bowker, 1970.

Designed primarily for librarians who are faced with handling a wide variety of nonbook materials, this work includes chapters on the evaluation of resource materials, selection and acquisition procedures, the organization and cataloging of materials, and the physical processing and storage of the materials. Includes bibliographies, numerous examples, and illustrations.

Horner, John Leonard. *Special Cataloguing, with Particular Reference to Music, Films, Maps, Serials and the Multi-Media Computerised Catalogue*. Hamden, Conn.: Linnet Books, 1973.

Designed as a textbook for library school students. "The first and last chapters deal with special materials in general, the former dealing with basic cataloguing principles and problems, and the latter with the ultimate application of such principles as manifested by the concept of the multi-media catalogue and as aided by the computer." Other chapters deal with the special problems of specific

media, e.g., music, films, maps, and serials. Each special chapter includes a list of cataloging codes which are "summarized and commented upon."

International Federation of Film Archives (FIAP). *Filmcataloguing*. Scheduled for publication by FIAP in Spring, 1975.

A practical guide to the procedures for the cataloging and controlling of films in film archives. Not a prescriptive rule book, this text offers a variety of solutions to meet most of the cataloging problems an archives could encounter. Offers advice on designing cataloging systems and hardware, indexing and describing filmographic data and film content, film handling techniques, the qualifications of a good cataloger, etc. Includes bibliography.

Johnson, Jean Thornton et al. *AV Cataloging and Processing Simplified*. Raleigh, N.C.: Audiovisual Catalogers, Inc., 1971.

A simplified set of rules for cataloging, processing, and storing all types of non-book materials. Includes examples and illustrations. Designed primarily for use by schools and media centers, the text is written with the hope that it can be used by paraprofessionals and volunteers without the aid of a professional librarian.

Kujoth, Jean Spealman, ed. *Readings in Nonbook Librarianship*. Metuchen, N.J.: The Scarecrow Press, 1968.

A collection of periodical articles, republished in book form, which treat the problems libraries encounter in dealing with nonbook media, i.e., selection, values, costs, uses, methods of cataloging, classifying, and storing. Covers the following types of media: films, filmstrips, slides, phonograph records, tape recordings, pamphlets, art works, programmed learning courses, printed music, maps, clippings and other ephemeral materials, manuscripts, and pictures and photographs.

Kula, Sam. *Bibliography of Film Librarianship*. London: Library Association, 1967.

A careful selection of books, articles, and pamphlets which deal with the following aspects of film librarianship: evolution of library film services; training for film librarianship; administration of film services in public libraries, in school and university libraries, and in special libraries; cooperative library film services; stock material libraries; film archives; cataloging rules; cataloging and classification; storage and preservation; copyright; and glossary of film terms. Includes author, title, and subject indexes. Covers the literature through December 1965.

Ledoux, Jacques. *Study of the Establishment of National Centres for Cataloguing of Films and Television Programmes*. UNESCO's Reports and Papers on Mass Communication, no. 40. Paris: UNESCO, 1963.

Although primarily designed to encourage the establishment of national centers for the creation of filmographies which document national production, the study does contain practical advice on setting up film cataloging systems and includes a list of data elements to be included in each catalog entry. Includes bibliography.

Lemler, Ford L. "Descriptive Cataloging Task Force Group III." *Audiovisual Instruction* 12 (April 1967): 328-30.

A set of cataloging standards for motion picture films designed by the Descriptive Cataloging Task Force of the Department of Audiovisual Instruction, National Education Association. Explains how to write summaries, gives rules for punctuation and notes, and includes advice on the assignment of subject headings.

Lopez, Sandra. "Film: an Archival Problem." *PNLA Quarterly* 34 (April 1970): 15-20.

Offers suggestions for archives in the storing, preservation, and cataloging of motion picture film. Points out the importance of films as historical documents.

MARC Development Office. *Films: a MARC Format*. Washington, D.C.: Library of Congress, 1970.

A computer format designed for use both in the production of general filmographies and catalogs and in film archives cataloging and controls. Describes content designators and data elements for motion pictures, filmstrips, and other pictorial media intended for projection.

McMurry, Glenn D. "Film Library Uses for the Computer." *Audiovisual Instruction* 12 (April 1967): 314-20.

A description of the computer system used to keep film records at the University of Southern California Cinema Department Film Distribution Section. Explains the uses to which the system is put, e.g., subject indexes, inventory controls, and production of labels. Includes numerous illustrations.

Massonneau, Suzanne. "Cataloging Nonbook Materials: Mountain or Molehill?" *Library Resources and Technical Services* 16 (Summer 1972): 294-304.

Surveys and compares recent cataloging codes for nonbook materials. Emphasizes the need for a standard set of objectives when composing cataloging codes. No separate discussion of the problems of cataloging motion picture film.

Moses, David. "Preparation of a Film Catalog." In *Papers Presented at the Meeting on Automation Problems of 1968*. Pp. 25-27. Edited by Theodora Andrews. Lafayette, Ind.: Purdue University Libraries, 1969.

A short description of the way in which the Purdue University Audio-visual Center organized and computerized the cataloging data for their circulating film collections.

National Council for Educational Technology, Library Association. Media Cataloguing Rules Committee. *Non-Book Materials Cataloguing Rules*. Working Paper, no. 11. Huddersfield, G. B.: Library Association, National Council for Educational Technology, 1973.

A rule book with a set of general rules for nonbook media and separate chapters for graphics and three-dimensional representations, motion pictures, and sound recordings. Includes a short list of film terms.

National Film Archive, London. Cataloguing Dept. *Rules for Use in the Cataloguing Department of the National Film Archive*. 5th rev. ed. London: British Film Institute, 1960.

A set of rules prepared for use in the National Film Archive in London. Separate chapters cover the title catalog, the newsfilm catalog, and the indexes. Includes examples, a section on style, a list of definitions and abbreviations, and descriptions of the types of cards, classification, and headings used. Also explains the use of an accessions register, and of preliminary catalog entries.

Ogi, M. "Pattern Matching Techniques Applied to Indexing and Retrieving Films for Television Use," *Proceedings of the American Society for Information Science*, 1968.

Not reviewed.

Phillips, A. B. "The British Media Record." *International Cataloguing* 2 (April/June 1973): 6-7.

Describes the work underway in Great Britain to establish a computerized cataloging system for nonbook media.

Roberts, Thomas W. "Avoid Catalog Headaches and Get the Monkey off Your Back!!" *Educational Screen and Audiovisual Guide* 44 (May 1965): 25 and 46.

A brief description of a computer system in use at the Wayne State University Audio-Visual Utilization Center for the storing of cataloging information and the printing and publication of catalogs of the center's holdings.

Stone, C. Walter, ed. "Library Uses of the New Media of Communication," *Library Trends* 16 (October 1967): entire issue.

A full issue devoted to libraries and nonbook media. Individual articles are presented on the following topics: "The Library Function Redefined," by C. Walter Stone; "New Library Materials and Technology for Instruction and Research," by Paul Wendt; "Organization and Operation of School Library Materials Centers," by Jean E. Lowrie; "Learning Resources Approach to College and University Library Development," by Fred F. Harclerod; "Audiovisual Materials in the Public Library," by William Peters; "New Media Facilities," by John H. Moriarty; "The Importance of Newer Media in Library Training and the Education of Professional Personnel," by Harold Goldstein; "The Librarian's Role as an Educator in the Production of Non-Print Materials," by Charles J. McIntyre; "The Selection, Processing and Storage of Non-Print Materials: Aids, Indexes and Guidelines," by William J. Quinly; "The Selection, Processing and Storage of Non-Print Materials: A Critique of the Anglo-American Cataloging Rules as They Relate to Newer Media," by Jay E. Daily; and "Continuing Dilemmas Surrounding Media Rights and Regulations," by Fred S. Siebert.

Stoops, Betty. "Film Titles and Credits—Are They Adequate?" *Illinois Libraries* 48 (February 1966); 83-89.

Discusses the problems involved in taking the titles and credits from films and film-related materials for the purposes of creating cataloging controls. Describes a meeting of film producers, distributors, and users held in 1965 to discuss these problems.

Trainor, Beatrice. *The Canadian Film Institute; the Cataloguing and Classification in Its Library and Information Service*. Canadian Library Association Occasional Paper, no. 28. Ottawa: Canadian Library Association, 1960.

Rules for the cataloging, indexing, and classification of films by the Canadian Film Institute; includes numerous examples. An introductory section explains the collecting and organizing responsibilities of a film library and information service. Provides separate rules for vertical files, stills, and books. An appendix presents the British Film Institute's draft expansion of U. D. C. 791.4.

United Nations Educational, Scientific and Cultural Organization. Dept. of Mass Communications. *International Rules for the Cataloguing of Educational, Scientific and Cultural Films and Filmstrips on 3" x 5" (7.5 cm x 12.5 cm) Cards*. Prelim. ed. Paris: Clearing House, Dept. of Mass Communications, UNESCO, 1956.

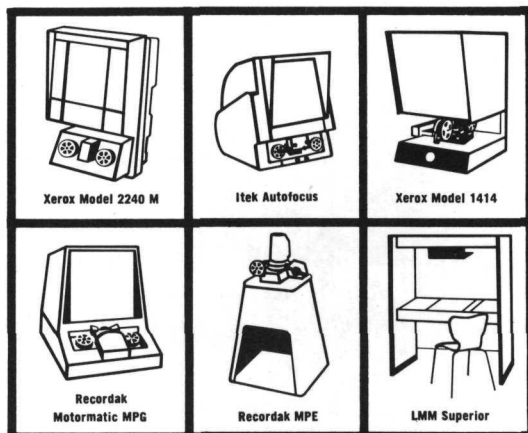
Not reviewed.

Weihs, Jean Riddle. "The Standardization of Cataloging Rules for Nonbook Materials: A Progress Report—April 1972," *Library Resources and Technical Services* 16 (Summer 1972): 305-14.

Gives a brief history of the work toward standardization of rules for cataloging nonbook media. Emphasizes the problems of terminology and main entry. No separate discussion of the problems of cataloging motion picture film.

Weihs, Jean Riddle; Lewis, Shirley; and Macdonald, Janet. *Nonbook Materials, the Organization of Integrated Collections*. Ottawa: Canadian Library Association, 1973.

Includes policy and rules for cataloging nonbook materials, a glossary of terms, and general suggestions for the care and storage of various media. Rules are provided for the following types of media: audiorecords, charts, dioramas, filmstrips, flash cards, games, globes, kits, machine readable data files, maps, microforms, microscope slides, models, motion pictures, pictures, realia, slides, transparencies, videorecords. Advocates main entry under title for motion pictures and videorecords.

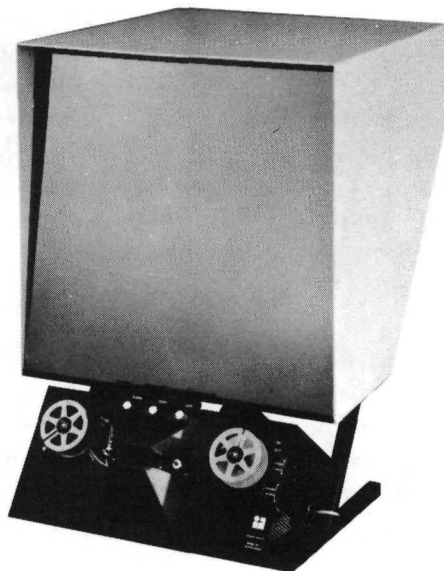


“Which is the best microfilm reader?”

asked the National Archives and Records Service
“the I.D. Model 201-1,” said the users.

In a recent study entitled, “User Evaluations of Microfilm Readers,” the NARS asked volunteers to rate virtually all of the 35mm roll film readers now in use. Ten qualities were evaluated indicating ease, comfort and efficiency in use. In all but one category the Information Design Model 201-1 ranked first or second. When asked which was the “best” reader, the users overwhelmingly preferred the I.D. Model 201-1 Manual Drive Reader.

The Model 201-1 accepts both reels and cartridges in 35mm and 16mm sizes. Its automatic film gate protects your film from being scratched, and its big 24-inch square screen displays a clear, bright image of a full newspaper page. The Model 201-1 with manual drive is \$1180.* If there are some new microfilm readers in your future, you should see the NARS report. Complete copies are available on request from NARS, Washington, D.C., or from INFORMATION DESIGN.



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NOTE: The NARS study and NARS does not endorse any product or equipment. Moreover, user evaluations must be considered together with technical evaluation, service, and price in purchase of a reader. But write us at I.D. for further information about these factors too.

Writings on Archives, Historical Manuscripts, and Current Records: 1974

ELIZABETH T. EDELGLASS, *Compiler*
ISABEL CLARKE STEVENS, *Editor*

THIS IS A SELECTIVE BIBLIOGRAPHY of publications issued in 1974, along with some 1973 publications not previously examined. An outline of the subject classifications used and a list of abbreviations for frequently cited periodicals appear below. In Section VI of this year's bibliography, only inventories produced in or describing records pertaining to the United States and Canada are included.

- I. General Literature
 - A. Bibliographies (1-11)
 - B. General Studies, Manuals, and Terminology (12-30)
 - C. Professional and Program Promotion Organizations (31-51)
- II. Management of Current Records
 - A. Principles and Techniques (52-70)
 - B. Forms and Filing (71-85)
 - C. Automation (86-91)
 - D. Reproduction (92-110)
- III. Repositories: History, Organization, and Activities
 - A. United States—General (111-117)
 - B. United States—State and Local (118-138)
 - C. Canada (139-150)
 - D. Other Geographical Areas (151-211)
- IV. Preservation, Restoration, and Storage of Records and Historical Manuscripts
 - A. Preservation and Restoration (212-225)
 - B. Buildings and Storage Equipment (226-247)
- V. Appraisal and Disposition of Records and Historical Manuscripts (248-257)
- VI. Arrangement and Description of Records and Manuscripts
 - A. Principles and Techniques (258-265)
 - B. United States—General (266-299)
 - C. United States—State and Local (300-331)
 - D. Canada (332-337)
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- VII. Use of Archives and Historical Manuscripts
 - A. Principles and Techniques (344-361)
 - B. Access (362-384)
 - C. Reproduction (385-392)
 - D. Automation (393-395)

The bibliographers are librarians on the staff of the National Archives and Records Service, Washington, D.C. 20408. They would appreciate knowing of significant omissions here and receiving copies of pertinent publications for future bibliographies.

VIII. Historical Editing and Documentary Publication (396-399)

IX. Training (400-416)

The following abbreviations have been used for frequently cited periodicals:

<i>AA</i>	<i>American Archivist</i>
<i>AM</i>	<i>Administrative Management</i>
<i>Arch & Mss</i>	<i>Archives and Manuscripts</i>
<i>BIA</i>	<i>Boletín Interamericano de Archivos</i>
<i>Cath Lib World</i>	<i>Catholic Library World</i>
<i>C&RL</i>	<i>College & Research Libraries</i>
<i>C&RL News</i>	<i>College & Research Libraries News</i>
<i>Gaz Arch</i>	<i>Gazette des Archives</i>
<i>IRM</i>	<i>Information & Records Management</i>
<i>Int Arb Mit</i>	<i>Internationale Arbeitsgemeinschaft der Archiv- Bibliotheks- und Graphikrestauratoren, Mitteilungen</i>
<i>MOP</i>	<i>Modern Office Procedures</i>
<i>Prologue</i>	<i>Prologue: The Journal of the National Archives</i>
<i>Ras Arch</i>	<i>Rassegna degli Archivi di Stato</i>
<i>RMJ</i>	<i>Records Management Journal</i>
<i>RMQ</i>	<i>Records Management Quarterly</i>
<i>Soc Arch J</i>	<i>Society of Archivists, Journal</i>
<i>UBL</i>	<i>Unesco Bulletin for Libraries</i>

I. GENERAL LITERATURE

A. Bibliographies

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2. Barcelona. Universidad. Departamento de Paleografía y Diplomática. *Bibliografía paleográfica*. By Josefina Mateu Ibars and M.a Dolores Mateu Ibars. Barcelona: 1974. xxviii, 932 pp.
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B. General Studies, Manuals, and Terminology

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16. Cichon, Joseph A., Jr. "The Conflict of Responsibility: Church Archives Services and Service Charges." *Cath Lib World* 45 (Feb. 1974):318-21.
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II. MANAGEMENT OF CURRENT RECORDS

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MODERN ARCHIVES AND MANUSCRIPTS:

A SELECT BIBLIOGRAPHY

COMPILED

BY

FRANK B. EVANS

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The Society of American Archivists
1975

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Portions of the table of contents are reproduced above. A revision of Evans' earlier guide, this comprehensive work is published in a new format with many new entries, including new chapters on machine-readable records and archives, and chapters on international aspects of archives. Additional chapter subheadings, the expanded subject index, and the new and separate author index facilitate the use of this expanded guide. Softbound. \$8.00 SAA members, \$11 others. Add \$1 postage and handling charge on orders under \$10 not prepaid.

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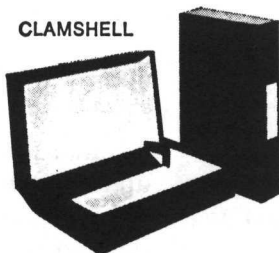
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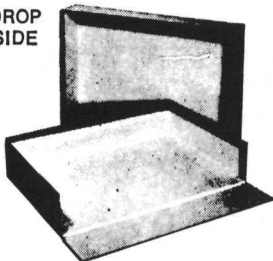
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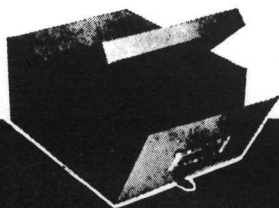
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CLARK W. NELSON, *Editor*

Photo Paper Warning. Bits and pieces have been appearing in the photographic press over the past year about the reports or rumors that conventional black and white photo papers will soon no longer be available. According to the stories, the trend is toward only waterproof printing papers in the black and white field.

Evidence of this tendency seems to show up in the recent change in Kodak's dry-mounting tissue. Currently they are supplying only low-heat tissue specifically designed for waterproof stock. Because of the low-heat characteristics, this tissue is more difficult to handle with conventional nonwaterproof paper.

To the photographic preservationist, what does this mean? Is waterproof paper different? First, waterproof paper is different in that it contains plastic coatings. While it has been around for some time, waterproof paper generally is used in high-speed processing applications (stabilization processes) where maximum longevity has not been a major factor. Its emulsions are generally excellent, and drying is easy and rapid. Being waterproof, it has little tendency to curl. It washes easily and achieves an archivally hypo-free state in relatively quick time.

However, waterproof paper is sensitive to ultraviolet and other radiation, which tends to make it excessively fragile in relatively short periods of time. Kodak has indicated that their waterproof papers are as stable as conventional photo papers when kept in the dark. For storage conditions that are less than ideal, they still recommend regular printing papers.

This is the crux of the problem that the substitution of waterproof papers will create for archivists who normally preserve photographic prints for future users.

I am certain that we can all point to cases where a print has been our only source for images of the past. Black and white negatives, while now quite stable, do not often fare well because of the normal attrition in handling. They tend to be misplaced, damaged, or stolen. The prints made from them are kept more often because they are positive views and can be appreciated by everyone, plus their generally larger size over negative counterparts contributes to their preservation.

If archivists are left with only these unstable printing papers which cannot be displayed or viewed for any length of time, we will have a serious preservation problem.

In this same connection, there are "artist" photographers who view their prints as individual creations similar to paintings. The possibility of having to print their works on such waterproof paper has already raised objections from some of them.

Archivists, also, need to question these trends and demand that adequate supplies of the traditionally stable nonwaterproof papers will still be produced for their use. By directing individual letters of concern to the major photographic manufacturers, we can demonstrate that there is a constituency still in need of the conventional stock.

Readers are encouraged to send contributions to this department and should address them to Clark W. Nelson, Archivist, Mayo Foundation, Rochester, Minnesota 55901.

New Deacidification Patent. One of the highlights of 1975 in paper preservation occurred in August when John Williams, research officer; George Kelly, chemist; and Richard Best, laboratory technician, were granted a patent for a method of deacidifying paper in order to prolong its life. As members of the Research and Testing Laboratory, Preservation Office, Library of Congress, Washington, D.C. 20408, this team of researchers developed the new process.

In the abstract, the patent states that it is "A method of deacidifying paper wherein paper in serial order is contacted with a saturated aqueous solution of a group II metal salt and another aqueous solution capable of forming a substantially insoluble buffer material in situ with the group II metal and subsequently washing out soluble reaction products in a controlled wash."

In contrast with the other methods by which the acidic qualities of paper may be eliminated, the new process is usually referred to as the double-decomposition method. According to LC, most of the previously available methods require treatments that are difficult and even dangerous for the average person to use. In some cases, fume hoods are required, while in others the solutions spoil upon standing.

It has been LC's goal to find readily available materials that will dissolve to form stable deacidification solutions with an indefinite shelf life. The new patent describes such a process.

In practice, the paper to be deacidified is placed on a plastic screen and soaked in one solution and then another. The first solution may be calcium chloride and the second, ammonium carbonate. This treatment precipitates insoluble calcium carbonate into the paper's fibers. Washing then removes the salt by-products from the treated paper.

It has been noted that previous methods using spray techniques to deposit chemicals dissolved in a solvent tend to leave their chemicals concentrated on the document's surface, and the document's center goes unprotected. The developers of the new process feel that the deposit of an insoluble carbonate inside the document corrects this deficiency. Also, further atmospheric pollution of the document is minimized by the addition of the 3 percent calcium carbonate to the document's fibers.

ALA Microform Recommendation. Two committees of the American Library Association, 50 East Huron St., Chicago, Illinois 60611, have adopted a joint recommendation intended for the guidance of libraries faced with decisions on whether to purchase microforms published on non-silver film or fiche. The number of such publications offered for sale has been rapidly increasing, and many librarians have voiced concern about the lack of standards for permanence and durability of such materials. The Standards Committee of the Reproduction of Library Materials Section and the Micropublishing Committee of the Resources Section, both part of ALA's Resources and Technical Services Division, met jointly during the recent ALA Conference to discuss the issue and unanimously adopted the following:

RECOMMENDATION: that libraries buy for their permanent collections only microforms (such as silver halide film) for which standards for archival permanence have been established by recognized standards organizations.

Color Photography Colloquium. During the last half of 1975, the first Colloquium on the Collection and Preservation of Color Photographs was held at the International Museum of Photography at Eastman House in Rochester, New York.

Bob Doherty, director of the museum, and Bill Jenkins, assistant curator of 20th Century Photography at IMP, arranged the strictly invitational affair.

The participants were varied in their backgrounds and expressed different viewpoints. The consensus of the gathering, however, generally reaffirmed the delicacy of the color process over the long haul. Whether stored in darkness or light, color will fade; and for those attempting long term preservation, other alternatives should be investigated; e.g., black and white separation negatives which can later produce dye transfer prints.

The affair produced some lively discussion. Since color accounts for 85 percent of the materials sold for the photographic process, it is a vital part of today's life. By learning more about its limitations and alternatives, those of us dealing with it in an archival setting can do much to insure the maximum life.

The proceedings of the conference are scheduled to be published. They should provide an excellent base on which to build sensible decisions for dealing with the preservation of color materials.

Tape Protects Documents. One usually avoids recommending the use of tape as a means of document protection. The 3M Company has, however, introduced a new Scotch brand of tape called Alteration Guard (No. 818). According to the manufacturer, this particular tape is designed to protect against fraudulent changes when used on documents. Should an attempt be made to remove the tape, telltale signs will appear indicating the tampering. For example, the "pinked" edges of the tape will tear in strips should any removal be attempted. If a solvent is employed on this tape, a fluorescent dye will flood the paper and later confirm the tampering under ultraviolet light.

It is conceivable that archivists may find this tape appearing on some of their documents received in the future. For additional details, write 3M Company, 3M Center, St. Paul, Minn. 55101.

Preservation Leaflets. In 1975, the Library of Congress inaugurated publication of a series of leaflets devoted to the conservation of books, manuscripts, prints and drawings, and other library and archival materials. The new series has been prepared by the office of the assistant director for preservation in response to the many requests received by LC each year for preservation information.

The content of the leaflets has been designed to provide basic information on the preservation of relatively small collections. It will be geared largely to those with limited backgrounds and experience in the conservation of books and documents. There also will be an occasional issue directed to the practicing conservator.

The treatment of topics in the series will not be exhaustive. At irregular intervals, the library will also issue more comprehensive monographs on conservation topics of interest to professional conservators.

The first three numbers in the new series appeared during 1975. Number 1 was devoted to "Selected References in the Literature of Conservation." Number 2 focused on "Environmental Protection of Books and Related Materials." Number 3 dealt with "Preserving Leather Bindings." Each of the three leaflets is printed in the same attractive style and format. Their contents are succinctly written; and, where necessary, sources of supplies, references, formulas, etc., are included.

Eleven other tentative topics are in preparation. These include: protecting manuscripts, maps, and other materials in flat format by polyester encasement; preservation storage for books and related materials; sources of supplies for the

conservator; prevention and treatment of mildew in library materials; preserving library materials on exhibit; controlling insects and rodents; mounting and matting prints and drawings; preparing for disaster; basic preservation for photographic materials; preserving newspapers and newspaper clippings; and surveying library and archival collections.

The leaflets are available without charge from the Library of Congress, Attn. Assistant Director for Preservation, Administrative Department, Washington, D.C. 20540.

Preservation Materials Catalog. Alfa Products, Ventron Corporation, has announced the availability of its new Alfa Catalog designed for the conservator and craftsman.

Working closely with many conservators, Alfa has compiled over 3,000 items, in convenient quantities, to meet almost every professional requirement. Major product categories include: Abrading Products, Bonding Products, Brushes, Chemicals & Labware, Coatings, Sheet Materials, Tools of specific interest to the conservator, and Consolidants & Casting Materials. Each category contains hundreds of useful items, including helpful applications reference material.

Complimentary copies of the Alfa Catalog are free to professional conservators on request. For further information, contact: Mr. Dean Hertert, Alfa Products, Ventron Corporation, 152 Andover Street, Danvers, Mass. 01923. Telephone: (617) 777-1970.

Safe Slide Filing. Franklin Distributors Corp., Box 320, Denville, N.J. 07834, has announced the availability of a new system for storing color slides. Advertised as chemically safe, the Saf-T-Stor system was developed in cooperation with a U.S. government agency. According to the manufacturer, the new system provides for color emulsions a safety standard not previously available with the polyvinyl chloride materials that are more common.

In use, the system features a firm, molded lightweight plastic sheet, 9½ by 11 inches. Each sheet will hold twenty 35mm. color slides in cardboard, glass, or metal mounts. The protective backing of these sheets diffuses light so that the slide contents may be scanned for selection.

The Saf-T-Stor pages need no specialized equipment for filing. They can be accommodated in regular office filing cabinets or in multi-ring binders. The pages weigh less than ½ ounce each, and they will handle 240 slides per lineal inch of filing space. The pages are available packed in boxes of fifty for \$47.50, F.O.B.

Forms Booklet. The National Archives and Records Service has issued "All Forms Cost Money." The new booklet covers the major forms problem areas that are frequently encountered in the daily routines of paperwork creation and handling.

Solutions to the problems of hard-to-fill-in forms, unneeded information, too many copies, duplication and overlapping, uncontrolled creation, supply not equal to need, and design standards ignored can be found through implementation of a sound forms management program.

For additional information, write to Director, Program Implementation Division, NARS, Washington, D.C. 20408.

Microfilm Operator Training Programs. Eastman Kodak Co., 343 State St., Rochester, N.Y. 14650, has come up with a unique series of self-teaching programs

for operators of Kodak micrographics equipment. Designated Operator Training Programs, they are self-contained instructional units featuring virtually everything operators need to learn about the correct and most efficient way to operate specific kinds of Kodak microfilm equipment.

The teaching modules show operators how to get the most from their equipment. Care and maintenance are also covered to help reduce breakdowns and service calls.

The OT Programs give owners of Kodak equipment a permanent, ready source of training. They are available whenever needed for new employees, while serving as refreshers for older personnel.

Each OT Program includes six main elements: (1) Cassette tapes which provide clear descriptions of each step in the operation of the equipment. (2) Color microfiche which give trainees a bright reader-image of each step in the learning process. (3) A black-and-white illustrated script which follows the cassette and shows visuals used in the color microfiche. (4) Instructor's guide which provides supervisors with a guide for directing the use of the program. (5) Certification checklist which helps measure skill levels and qualifies trainees for certification. (6) Certificate which recognizes completion of the program, providing a goal for the trainee.

One of the best features of OT is self teaching. New operators can learn at their own pace with minimal supervision.

The programs cover microfilmmers, processors, reader-printers, and other Kodak micrographic equipment. Their prices range from \$25 to \$145, depending on the equipment covered and its complexity. Additional details are available from Kodak.

New Sectional Fiche Cabinets. New from The Highsmith Company, Inc., Box 25, Fort Atkinson, Wisconsin 53538, are lock-stacking cabinets for microfiche that are descendants of library card catalog units. Available in both steel and hardwood versions, each cabinet features four 4½" x 6¼" capacity drawers which can be removed for carrying contents to reader. Drawers can be fully withdrawn, yet safety stops prevent accidental spilling. Drawer pulls hold insertable labels, so contents of each drawer can be indexed. Spring-loaded followers keep fiche neatly upright in rows. Fiche may be enveloped or jacketed. A variety of 4" x 6" index guides and dividers are also available.

Ideal for both large- and small-scale needs because one can order as many or as few sections as required, the cabinets, with later additions, can form the basis of a very economical yet highly efficient fiche filing system. One sectional steel cabinet, for example, measures 6 x 18 x 30 inches and holds approximately 4,500 fiche. It costs less than \$95.

These new cabinets and a variety of other microform cabinets, equipment, and supplies are offered in Highsmith's Library/AV catalog. It is free for the asking.

Microfilm Reader. Auto-Graphics, Inc., 751 Monterey Pass Road, Monterey Park, California 91754, has recently announced their LCR 1100 microfilm reader. The unit incorporates several unique characteristics, among which are a cartridge-loaded printed index with a capacity of more than 1,000 terms, the ability to handle 1,100 feet of silver, diazo, or vesicular film, and a snap-out electronics platform for easy maintenance. The patented braking system and gear-driven index permit virtually instant stopping and precise location at the desired point on the film. The 16mm. reader, with its simplified controls and rugged construction, has been designed primarily for heavy use applications by non-technical personnel. Examples of such usage are patron viewing of libraries' and archives' catalog data, and signature verification by bank teller personnel.

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News Notes

F. P. DOWLING, *Editor*

This department is intended to include brief reports of events, new programs, significant new accessions and openings, publications, education and training opportunities, and other news of professional interest to members of the Society. In some cases, information has been furnished by one or more of the several reporters mentioned below. In addition, news notes have been abstracted from publicity releases and newsletters sent to the *American Archivist* and to the National Archives Library.

Members are urged to contribute items for this department. Information can be sent direct to the Editor, *American Archivist*, National Archives Building, Washington, D.C. 20408, or to one of the following reporters: news of **State and Local Archives** to Julian L. Mims, South Carolina Department of Archives and History, Box 11,669, Capitol Station, Columbia,

S.C. 29211; news of **Manuscript Repositories** to Carolyn H. Sung, Manuscript Division, Library of Congress, Washington, D.C. 20540; news of **Scientific and Technological Archives** to Maynard J. Brichford, University Archivist, Library, University of Illinois at Urbana-Champaign, Urbana, Illinois 61801; news of **Religious Archives** to F. Donald Yost, General Conference of Seventh-day Adventists, 6840 Eastern Avenue, NW., Washington, D.C. 20012; news of **Regional and State Archival Associations** to Alice M. Vestal, Special Collections Dept., Main Library, Room 610, University of Cincinnati, Cincinnati, Ohio 45221; **Bicentennial News** to Adrienne Thomas, National Archives and Records Service, Washington, D.C. 20408; and news of **Canadian Institutions** to Jay Atherton, Public Archives of Canada, 395 Wellington Street, Ottawa, Ontario K1A 0N3.

The Neils Bohr Library of the **American Institute of Physics** has accessioned correspondence (1921-41) of Samuel Goudsmit, relating to nuclear research, atomic structure, and cyclotrons, as well as to experiences of refugees. The correspondence for the years 1921-33 is in microfilm form, and an inventory for the years 1931-41 accompanied the deposit. The correspondence and other papers of the famed astrophysicist Karl Schwartzchild (1873-1916) have been microfilmed, including 7,000 letters and 46 notebooks containing lectures, diary entries, reading notes, and calculations, as well as manuscripts, academic and military records, annotated reprints, and family memoirs. The papers document his career as professor at Göttingen (1901) and director of the Potsdam Observatory (1909). A catalog accompanies the microfilm edition, and copies of the microfilm containing correspondence will be available for sale to a limited number of repositories. Full sets will be retained at the American Philosophical Society Library, Philadelphia, and the Niels Bohr Library. The originals will be deposited in an archives in Germany.

The **Antiquarian and Landmarks Society, Inc.**, of Connecticut, has received a grant of \$28,000 from the National Historical Publications and Records Commission for the preparation of a microfilm edition of the McCook Papers. At the turn of the century, Rev. John J. McCook, Trinity College language professor and Episcopal clergyman, interviewed prostitutes, alcoholics, and tramps in Hartford, Connecticut. Chiefly interested in pauperism, he collected 1,349 complete questionnaires about nationality, religion, health, skills, trades, and incidence of venereal disease from tramps in fourteen locations in America in 1891-92. His data included interviews of 353 dole recipients, information from 38 cities across the country, and a study of prostitution in Hartford.

The **U.S. Army Military History Research Collection**, Carlisle Barracks, Pennsylvania 17013, announces the following additions to its holdings of manuscripts: personal and official letters sent, 1819-31, by senior Army officers to Major Charles J. Nourse, principally while he was the acting adjutant general; the Hobbs

Family Papers, memoirs of Brigadier General Charles Hobbs covering service with the 7th New York Heavy Artillery and the 3rd U.S. Artillery, 1862–1905, and diaries, letters, and recollections of Colonel Horace Hobbs dealing with his entire career, 1899–1945, especially with the 17th U.S. Infantry during the Philippine Insurrection and with the 26th Division in World War I; and oral history reminiscences of Major General William E. Kepner pertaining to service stateside and in the European Theater with the Army Air Force, 1941–45. An all-new second volume has just been published of the bibliography of *Manuscript Holdings of MHRC*; inquiries about its availability are invited.

The Regional Oral History Office of the Bancroft Library, **University of California at Berkeley**, has deposited the following oral history interviews in the Bancroft Library and the Special Collections Library at the University of California at Los Angeles: "Cutter Laboratories, 1897–1972: A Dual Trust," presenting interviews of two generations of the Cutter family and several long-term members of the pharmaceutical corporation staff; and an interview of Clara Shipser, "One Woman's Role in Democratic Party Politics: National, California, and Local, 1950–70."

The Department of Special Collections of the **University of Chicago Library** has accessioned the papers (1911–66) of James Franck (1882–1964), including correspondence and manuscripts relating to his work on photosynthesis (1950s–60s) and notebooks recording his experiments with Gustav Hertz (1911–14) and Paul Knipping (1919–20). In addition, numerous photographs, a taped interview (October 1966) of Franck's recollections of the early years of quantum physics, and a recording of the Franck Memorial Symposium at the University of Chicago (May 1966) are also included in the collection.

The **Archives of Colorado State University** has been established in the Special Collections Department of the library. Finding aids are completed for the Peace Corps and Peace Research record groups which reflect CSU's role as the first training institution for Peace Corps volunteers. Other significant holdings include papers of the Colorado Forestry Association, and those of Elwood Mead, E. E. Edwards, and William E. Morgan.

The university's **Germans from Russia Collection** includes original manuscripts, oral history tapes, transcripts, interview notes, unpublished papers, and published materials relating to this important group in Colorado. The collection supports both research and teaching directed by the Germans from Russia in the Colorado Study Project.

The Department of Manuscripts and University Archives of **Cornell University** has accessioned the papers (1936–67) of Robert Rathbun Wilson, the papers (1955–66) of Marshall Cohen, astronomer, and the papers of Carl Gartlein (1902–65), spectroscopist, including materials on the National Geographic Society–Cornell Study of Aurora which Gartlein directed from 1938–57.

Recent accessions at the **Georgia Department of Archives and History** include Court of Appeals case files, 1972–73; Crime Commission: director's subject files, 1970–75; Executive Department: Legal Division subject files, 1971–75; Office of Planning and Budget, state and local government coordination study files, various dates; intergovernmental coordination subject files, 1971–74; Appalachian Regional Commission project files, various dates; Department of Human Resources: Administration Division, director's subject files, 1971–72; Benefits Payments Division, County Department of Family and Children Services board minutes, 1972–73; Mental Health Division, Drug Abuse Section, director's subject file, 1971–73; Department of Law: Attorney General's opinions correspondence file, 1967; Office of the Lieutenant Governor: speeches of Lieutenant Governor Garland Byrd, 1959–65; Metropolitan Atlanta Rapid Transit Authority files, 1974; Department of Natural Resources: Parks and Historic Sites Division, director's subject file, 1959–65; Administration Division, commissioner's subject file, 1969–73; Office of Secretary of State: Commissions Division, state and local officer commission's file of abolished county boards of education, 1948–70; commissions and oath book files, 1940s–74; Elections Division, lists of registered voters, 1973.

Recent accessions at the **Hoover Institution on War, Revolution and Peace** include the papers of Nicolas Titulescu, Rumanian Minister of Finance (1920–22) and

Minister of Foreign Affairs (1927-28, 1932-34); Stefan Osusky, Czechoslovakian ambassador to Great Britain (1918-20) and France (1920-40); Christopher T. Emmet, American born antifascist and anticommunist political writer and founder of the Christian Committee to Boycott Nazi Germany and the American Council on Germany; Gilchrist B. Stockton, U.S. minister to Austria (1930-33); R. Allen Griffin, U.S. deputy chief of the ECA China Aid Mission (1948-49) and Chief of the 1950 Economic Mission to Southeast Asia; Charles Turner Joy, Admiral, USN, and chief United Nations negotiator at the Korean military armistice negotiations at Panmunjom; John R. Chaisson, General, USMC, and chief of staff of the U.S. Marine Corps (1971); and Howard P. Jones, U.S. ambassador to Indonesia (1958-65).

The **University of Illinois Archives** has accessioned subject files of the Agricultural Experiment Station records (1942-74) containing research productivity studies (1958-69), regional research projects, college and campus plans, and research funding.

The **Kentucky Division of Archives and Records** conducted tours and briefings for the Kentucky Microfilm Association and the Association of Records Managers and Administrators. Governor Julian Carroll recently proclaimed "Records Management Week" in Kentucky. Howard I. Goodpaster, director of the Division of Archives and Records, attended the signing of Governor Carroll's proclamation.

The **Library of Congress** has announced the appointment of Harriet Ostroff as editor of the *National Union Catalog of Manuscript Collections* and head of the Manuscripts Section of the Descriptive Cataloging Division of the library.

Periodic *Reports* of the library's Foreign Newspaper and Gazette Project, edited by SAA member John Y. Cole, are available without charge to libraries and institutions. Requests should be addressed to Central Services Division, Library of Congress, Washington, D.C. 20450.

The **Minnesota Historical Society** has recently made available to the public, through a restoration project, the Sanborn Insurance Maps (1880s-1940s) of the downtown business areas of 180 Minnesota towns. The maps, published to aid in the

underwriting of fire insurance on business buildings, indicate the location and construction material of each structure, placement of water mains and fire hydrants, widths of streets, and other information pertinent to fire risk. In most cases the Sanborn maps are the only existing record of business districts in Minnesota.

The society has accessioned records of Black organizations, including the directory and reports (1973-75) of the Metropolitan Economic Development Association, Minneapolis; economic and market analyses (1972-75) of the Minneapolis Housing and Redevelopment Authority; reports (1969-75) of the Minneapolis Model Cities Program; proceedings and miscellaneous materials (1972-74) of the National Black Political Conventions; records (1893-1975) of St. Mark's African Methodist Episcopal Church, Duluth; papers (1955-75) of the St. Paul Department of Human Rights; community studies (1965-74) of the St. Paul Housing and Redevelopment Authority; and reports (1970-74) of the St. Paul Model Cities Program. Also accessioned are scrapbooks (1972-75) of the Minnesota Humane Society; papers (1967-74) of the Metro Clean Air Committee (Twin Cities); and family papers including diaries and notes (1861-1908) of Luransa Champlin Burdick; papers (1862-1906) of the Peter (Pehr) Carlson family; journals (1850-78) of Susan Damon Gale; papers (1857-89) of Joseph Shaw; and family papers (1887-1969) of Alexander Whyte, explorer in the Klondike. Records of fur trading accessioned include letterbook and account books (1820-48) of the American Fur Company, and court records (1824-57) of Crawford County, Wisconsin. Records relating to Mexican-Americans include papers (1965-75) of the Guadalupe Area Project, St. Paul; records (1971-74) of the Mexican-American Cultural and Educational Center, St. Paul; papers (1941-75) of the Mexican Independence Celebration Committee, St. Paul; records and papers (1927-68) of Our Lady of Guadalupe Parish Church and Credit Union; proposals (1974-75) of the St. Paul Public School System Bilingual-Bicultural Education Program; records (1922-59) of Sociedad Mutua Beneficia Anahuac, St. Paul; and papers (1969-75) of Torre de San Miguel Homes, Inc., St. Paul, promoting low-income housing. New accessions relating to religion include record of services (1902-56) of Frank Arthur McElwain, who became the Episcopal

Church's Suffragan Bishop of Minnesota; records (1889-1969) of the Royalton Methodist Episcopal Church, Pine County, Minnesota; and parish register (1695-1821), in French, of St. Anne's Church in Michilimackinac, Michigan. Also accessioned was the Soo Line Railroad Collection (1886-1975), including correspondence, files, photographs, and an unpublished history of the road.

Accessions of the **Minnesota Regional History Centers** include the following: records (1886-1975), including opera house records, of O. G. Anderson and Company, a store founded by Icelandic immigrants; papers (1937-45) of Adrian L. Boze, Minnesota state legislator; papers (1932-60) of Clayton A. Gay, lawyer and president of the West Central Minnesota Educational Development Association; papers (1896-1928) of Gislason and Gislason, a law firm in Minneota, Minnesota; business records (1892-1916) of the Globe Hardware Company in Minneota; records (1903-29) of the Globe Land and Loan Company, a real estate investment firm owning farm lands across Minnesota, North and South Dakota, Montana, and Nebraska; records of Episcopal Churches in Minnesota (Southwest, West Central, Northwest) on microfilm; and family papers (1880-1961) of Harry H. Wells, a Morris, Minnesota, banker, merchant, and landholder.

The Immigration History Research Center, **University of Minnesota**, reports the recent accession of the following personal papers and manuscripts: personal and professional papers (1937-70) of Stewart Cole, sociologist associated with the Bureau for Intercultural Education, Pacific Coast Council for Intercultural Education; personal and professional papers (1931-61) of George Graff, Service Bureau, New York; personal papers (1924-65) of the Reverend Edward Kassal, Czech immigrant priest, Owatonna, Minnesota; personal and organizational papers (1923-59) of Joseph Pavlicek, Czech community leader, St. Paul, Minnesota; deportation case files (1949-56) of attorney Kenneth J. Enkel; personal papers (1930-69) of Walter A. Harju, Finnish political activist, Palo Alto, California; personal papers of Walfrid Jokinen, sociologist, Baton Rouge, Louisiana, relating to Finnish-American culture; personal and ministerial papers of the Reverend Evert E. Torkko, Soudna,

Minnesota; papers (1905-74) of the Törmä-Silvola family, Nashwauk, Virginia, Minnesota; personal papers and manuscripts (1940-74) of Helmi Mattson, Finnish-American poet, playwright, novelist; personal papers and writings (1920-55) of Onni Saari, Finnish-American journalist and labor activist; legal files (1952-60) of the defense for Finnish-American political activist William Heikkila, regarding his deportation proceedings; personal papers and writings (1920-65) of Edith Koivisto, Finnish-American journalist, playwright, and activist of Hibbing, Minnesota; personal papers and writings (1954-70) of Karoly Hokky, Hungarian political refugee of Lakewood, Ohio; personal papers (1912-65) of Robert Ferrari, Italian-American lawyer and criminologist of New York; personal papers and writings (1926-72) of Maurice R. Marchello, lawyer and author, of Chicago; papers (1933-73) of Alberto Cupelli, Italian journalist and consular agent of New Haven, Connecticut; personal papers and writings (1925-70) of Egidio Clemente, Italian-American labor activist and editor of *La Parola del Popolo*, Chicago; writings (1954-74) of Giuseppe Cappulla, Italian-American poet, editor, and publisher, of New York; personal papers (1909-58), of Eduardo Migliaccio, known as "Farfariello," Italian-American character actor, songwriter, and composer, of New York; personal papers and writings (ca. 1911-52) of Nino Caradonna, Italian-American poet, of St. Louis; personal papers and writings (1921-73) of Antanas J. Jokubaitis, Lithuanian-American poet; personal papers (1950-74) of Jonas Cesna, Lithuanian refugee, of St. Paul; personal papers (1948-72) of Karol Jaskolski, Boston, editor of *Kuryer Codzienny*; papers (1914-67) of the Reverend Jozef Lebedzik Zawistowski, Polish National Catholic Church; research data (1964-67) of Andrzej Wollodkowicz, Polish-Canadian scholar, compiled for *Polish Contribution to Arts and Sciences in Canada*; personal papers and writings (1917-73) of the Reverend Vladimir Klodnycky, Ukrainian Orthodox priest and editor; personal papers (1940-73) of Stephen Kuropas, Ukrainian-American activist; personal papers (1940-73) of Youry Pundyk, professor; and family papers (1940-73) of Philip and Anna Wasylowski, activists.

The **National Anthropological Archives** of the Smithsonian Institution is interested

in receiving donations of papers from present and former volunteers of the Peace Corps. In addition to Peace Corps journals and diaries, materials of interest to the Archives are letters written home, sketches made by the volunteers of people they worked with, photographs of unusual interest, and tape recordings. Peace Corps personnel wishing to donate material should write and describe what they have to Herman J. Viola, National Anthropological Archives, Smithsonian Institution, Washington, D.C. 20560.

National Archives and Records Service.

Now available from the Publications Sales Branch are: *Veterans Administration Pension Payment Cards* (1907-33), on 2,539 microfilm reels, reproducing pension payment cards maintained by the Bureau of Pensions and the Veterans Administration for recording payments made to members of the regular military establishment. The cards have been filmed in alphabetical order by surname of the Army or Navy invalid or widow, except cards with Indian names, which have been filmed at the beginning of the respective letter of the alphabet. Applications for seamen's protective certificates which were filed with the customs collector for the Port of Philadelphia (1812-15) are microfilmed on one reel entitled *Computer-Processed Tabulations of Data from Seamen's Protective Certificate Applications to the Collector of Customs for the Port of Philadelphia, 1812-15*, with an introduction by James Harwood. The *Records of the Virginia Forces, 1861* (7 reels) prepared by Robert H. Gruber, reproduces 14 volumes of letters sent, registers of letters received, general and special orders, morning reports of troops around Richmond, and unbound letters and telegrams received. The Virginia Forces were state troops organized shortly after the outbreak of hostilities in April 1861. In June these troops were formally transferred to the Confederate States Government. Included are records relating to the capture and removal of machinery at the Harpers Ferry Arsenal, and the defense of the Richmond and Manassas rail junction. *Records of Nuernberg War Crimes Trials, Case 2, United States of America v. Erhard Milch* (Special List No. 38), compiled by John Mendelsohn, is the first in a series of special lists describing the microfilmed records of war crimes trials before U.S. military tribunals from 1946 to 1949 at

Nuernberg subsequent to the International Military Tribunal held in the same city.

Guides to German Records Microfilmed at Alexandria, Va. No. 70—Records of German Field Commands: Division (221st-255th), Part X, with an introduction by Robert Wolfe, is one of many guides in a series describing the records of the German army field commands that have been arranged by unit and filmed in discrete microfilm publications according to military echelon as follows: Army Groups, Armies, Panzer Armies, Corps, Divisions, and Rear Areas, Occupied Territories, and Others. The records on Divisions (130 reels) include material on formation, training, and border security in Germany (1939, 1941, 1943) and in Norway (1942); the campaign in Poland in 1939; assembly, occupation and security duty, training, and anti-partisan operations in Poland, 1939-40; the campaign in Belgium, the Netherlands, and France in 1940; occupation and security duty and coastal defense in Belgium and France, 1940-41; assembly, occupation duty, and training in Poland, 1940-41; the invasion of Lithuania, Latvia, and Estonia in 1941; training in Rumania in 1941; the campaign against the Soviet Union, 1941-44; occupation and security duty and coastal defense in Norway in 1942; and coastal defense and training in Belgium and France in 1943.

The family of Charles Edmond Rhett, an official of the War Production Board (1941-42) and the Justice Department (1942-46) has donated 1 cubic foot of his correspondence to the National Archives. The papers for 1941-42 deal mainly with the allocation of war materials to the U.S.S.R. and other countries. The correspondence for 1942-46 consists mainly of Rhett's July 12, 1943, report to the Attorney General on the Detroit race riots of June 20-21, and his report to the attorney general on Swedish businessman Axel Wenner-Gren whom he interviewed in Mexico City in March 1945.

Records of the U.S. Army Corps of Engineers' Manhattan District and the Atomic Energy Commission have been accessioned and are security-classified. They include files of the Oak Ridge, Tennessee, plant concerning development of production techniques and capabilities by diffusion (1943-46), contract files consisting of copies of contracts awarded to various companies for early developmental and opera-

tions work in the nuclear field (1943-48), and negatives and prints of atomic bomb damage to Hiroshima and Nagasaki, Japan, 1945. Other military records accessioned include a bound volume of muster rolls of Company H, 24th Infantry, for December 21, 1895-December 31, 1899.

The Machine-readable Archives Division has received the Civil Aeronautics Board's U.S.-Canada Trans-Border Origin and Destination Extracts, containing statistics on passenger travel for 1968-74. The Department of Agriculture has transferred its U.S. Agricultural Imports-Exports Master File for 1965-73, while the Corps of Engineers has transferred the Census of Agriculture for 1949, 1959, and 1974, which had been put in machine-readable form by the Bureau of the Census. A National Survey of Health Services Utilization and Expenditures and a World Health Organization International Survey of Health Care Utilization has been transferred by the Public Health Service.

The Archives Branch in Bayonne has accessioned 16,000 cubic feet of records of the U.S. District Court for the Southern District of New York, including 55 cubic feet of records of the former Circuit Court. Included are naturalization records, including petitions to be admitted to citizenship and court orders admitting applicants to citizenship, 1824-1906; Declarations of Intention to Become Citizens, 1842-1940; and a card index to the Declarations of Intention, 1917-40.

Presidential Libraries Accessions. The following are brief listings of recently accessioned records. Since previously accessioned records are constantly being opened for research in the several presidential libraries, interested researchers are advised to keep abreast of newly available research sources by contacting individual libraries or by reading announcements of openings of records in *Prologue: The Journal of the National Archives*.

The **Franklin D. Roosevelt Library** has received from the Archives of Hadassah, the Women's Zionist Organization of America, Inc., correspondence, clippings, photographs, slides, and motion picture film relating to Eleanor Roosevelt between 1934 and 1972.

The **John F. Kennedy Library** has accessioned the personal papers of Leon Higgenbotham, member of the Federal Trade

Commission and the National Commission on the Causes and Prevention of Violence; and the papers of Abram Chayes, staff director of the Democratic Platform Committee and legal adviser to the Department of State.

The **National Bureau of Standards** has accessioned the papers of Irvine C. Gardner (1889-1972) including correspondence, reports, notebooks, published and unpublished papers, photographs, artifacts and memorabilia. Gardner's work in the design and testing of optical systems included the development of special telescopes and equipment for a number of eclipse expeditions and data for the first government specifications controlling aerial photography for mapping purposes. Gardner, formerly chief of the bureau's Optics and Metrology Division, was an Ives Medalist and president of the Optical Society of America.

The library of the **University of New Orleans** has accessioned papers (1920-69) of Maximillian J. Herzberger, mathematician and specialist in the physics of optics. The papers consist mainly of correspondence, clippings, and scrapbooks, and among the correspondents are Max Born, Albert Einstein, and James Franck.

Anna Brooke Allan, curator of manuscripts in the Southern Historical Collection at the **University of North Carolina Library** in Chapel Hill, retired on October 31 after thirty-two years of service. Ellen B. Neal has been appointed to succeed her as Technical Services Archivist.

The collection has received a grant from the Rockefeller Foundation to prepare a microfilm edition of the Penn School Papers. Work on this project will be going on throughout 1976.

The **Ohio State University Archives** accessioned papers (1940-74) of Dan McLachlan, Jr., consisting largely of correspondence with scientific associates. The papers include photocopies of McLachlan's files as president of the American Crystallographic Association in 1957; the originals have been deposited at the American Institute of Physics center as part of its archives of member societies.

The **Princeton University Library** has accessioned Ernest Hemingway and John

Keats items, donated by Archibald S. Alexander, former assistant secretary and undersecretary of the army and New Jersey state treasurer. The Hemingway papers include the manuscript of "A Day's Wait," several letters by the author, and a set of his first editions. The papers of Hon. Peter H. B. Frelinghuysen, Jr., ranking minority member of the House Foreign Affairs Committee until his retirement in January 1975, have been donated to the university.

The **Smithsonian Archives** has accessioned Smithsonian Fiscal Records, 1846-1911; Smithsonian Institution Daybooks, 1886-84; Federal Fiscal Records, 1872-1942; Smithsonian payroll records, 1882-1942; receipted vouchers, U.S. National Museum, 1872-1904; indexes to U.S. National Museum Receipted Vouchers, 1881-1900; records (1882-1914) of William V. Cox, chief clerk of the U.S. National Museum, and William de C. Ravenel, administrative assistant; records (1884-90) of the Smithsonian property clerk; Registrar's Specimen Distribution Records, 1853-1920; Registrars Record of Incoming Transportation, 1855-82, 1912-24; correspondence (1893-94, 1896-1907) and records (1885-1902, 1909) of the Division of Comparative Anatomy; papers (1916-69) of A. Remington Kellogg (1892-1969); papers (1908-40) of Gerrit Smith Miller, Jr. (1869-1956); papers (1927-73) of James A. Peters (1922-72); papers (1850s-1919) of Robert Ridgway (1850-1929); records (1930-68) of the International Whaling Conference and Whaling Commission; and papers (1921-65) of Stanley Paul Young (1899-1969).

The **South Carolina Department of Archives and History** continues to preserve on film the records of the state's counties. Recently completed by the Local Records Section and now available in the Search Room for public use are 63 rolls of the records of Edgefield County covering more than 130 years. These include the Records of the Clerk of Court as Register of Mesne Conveyance, Conveyance Books, 1786-1913, and Real Estate Mortgage Books, 1872-1901; Records of the Court of Common Pleas, 1800-1913; Records of the Probate Judge of Edgefield District, 1839-57; Auditor, Tax Duplicate Books, 1922-31; Forfeited Land Books, 1922-31; Forfeited Land Records, 1871-78; Assessor, Returns of Personal Property, 1869-70.

In addition, other records on microfilm added to the Search Room collection are from Chester, Colleton, Fairfield, Lexington, Spartanburg, Union, Kershaw, and York Counties, and the City of Aiken. Detailed lists of county microfilms for sale may be obtained from the Publications Division, P. O. Box 11669, Columbia, S.C. 29211.

The Search Room has also acquired 83 rolls of research microfilm from the National Archives. These are: Population Schedules of the United States, South Carolina (Slave Schedules), 1850 and 1860, 18 reels; Letters Received by the Department of Justice from South Carolina, 1871-1884, 9 reels; and the Soundex Index to the Population Schedules of the United States, South Carolina, 1880, 56 reels.

Thirty-one cubic feet of the records of the Court of Equity of Abbeville County were recently accessioned and are available for research. The accessions are: Papers (Bills and Petitions), 1791-ca.1870; Court Journal, 1842-53; Decree Book, 1839-58; Commissioner's Minute Book, 1843-67; Commissioner's Report Book, 1839-68; Commissioner's Account Book, 1840-57; Guardian, Trustee Returns Book, 1840-63; Guardian, Trustee Bond Book, 1841-68; File Docket, 1841-68; Stock Book, 1842-69; and Appearance Book, 1864. Since most Abbeville County records were destroyed by a fire in the 1870s, the equity court records are a major source of historical and genealogical material for Abbeville County before the Civil War.

State records accessioned during the last quarter include the following: Board of Engineering Examiners, Audit Reports, 1938-58; Office of the State Auditor, Reports on Higher Education, 1962, and Report on the Status of the Bonded Debt, 1950-64; Department of Corrections, Canteen Account Check Registers, 1968-69, and General Account Check Registers, 1968-69; General Assembly, House of Representatives, Committee on Commerce, Labor, and Industry, Bills Defeated in Assembly, 1974, Compendium of Bills Considered, 1973-74, Index to Bills in Committee, 1974, Minutes, 1973-74, and Reference Material, 1974; Office of the Governor, Moody's Investor's Service Report on "Opportunities and Growth in South Carolina, 1968-1985," 1968; Department of Social Services, Research and Statistics Division, Monthly Ledgers, 1955-64; and Tax Commission, Beer and Wine

Tax Ledgers, 1959–65, and Tax Cash Ledgers, 1946–61.

The **Tennessee State Archives** has accessioned several documents from the State of Franklin, 1786–87. Given by a Californian whose family was a part of that short-lived state, the papers are a valuable addition to the very few pages in public hands.

The Nettie Lee Benson Latin American Collection at the **University of Texas** has accessioned the business records (1830–1960) of the St. John d'el Rey Mining Company of Cleveland, Ohio, which has operated gold and iron ore mines in Brazil since the early nineteenth century. The records include more than a million manuscript pages, including the complete annual reports from 1830, demographic records, and photograph albums. Also included are mining and geological reports, correspondence, land deeds, and employee records. Originally owned and operated by the British, the St. John d'el Rey Company's London office closed in 1960, when the company administration was transferred to the Hanna Mining Company based in Cleveland. The records are valuable for research in geology, metallurgy, and mining technology.

The university's Humanities Research Center has accessioned original holograph worksheets (1950–55) of Albert Einstein, now available for research use. These relate mainly to Einstein's attempts to find a "unitary theory."

The University Library has acquired the Eberstadt Collection of 11,000 manuscripts, maps, rare books, and pamphlets relating to Western history. Among the treasures in the collection are the manuscript memorial demanding separate statehood for Texas, drawn up by the Texas colonists in 1833 and carried to Mexico City by Stephen F. Austin, which resulted in his imprisonment; eighteenth-century census reports for Texas and Coahuila and a lengthy report on Texas missions by Father Margil de Jesus; manuscripts of Sam Houston, William B. Travis, James Bowie, and Stephen F. Austin; and the only existing set of the 58 volumes of Gammel's *Laws of Texas*. This accession makes Texas the foremost research center for the history of Texas and the Southwest. The Austin library system also becomes one of the four largest collections of Western history in the world.

The Marriott Library, **University of Utah**, has acquired records of the Utah Power and Light Company, including 20,000 photographs of early electrical power plants, lines, equipment, and construction scenes in Utah, Idaho, and Colorado; and papers (1946–70) of G. E. Untermyer (1898–1975), director-curator of the Utah Field House of Natural History, Vernal State Park (1946–69). The material includes correspondence, articles, speeches, scrapbook, photos, brochures, newsclippings, and material relating to the controversy about the Echo Park Dam.

The Archives of Labor and Urban Affairs of **Wayne State University** has accessioned the papers (1900–65) of Ben Legere reflecting his career as actor, playwright, and labor leader; the papers (1940–68) of Bernard Hoffman, shop steward at Briggs Manufacturing Company in Detroit; and the papers (1942–45) of the Women's Bureau of the United Auto Workers War Policy Division. The Legere papers reflect his activities in the Industrial Workers of the World as organizer of textile strikes in Little Falls, New York (1912), and Lawrence, Massachusetts (1922); member of the General Executive Board of the Canadian One Bid Union; his association with the Labor Unity Committee, End Poverty in California campaign, and the California Democratic Party. His correspondence, playbills, cue books, reviews, and play outlines related to the Telegraph Hill Players in San Francisco and the Federal Theater are also included. The Bernard Hoffman papers contain minutes and intercompany correspondence about the apprenticeship programs of the Briggs Company and the Chrysler Corporation.

The Women's Bureau of the UAW War Policy Division developed programs and policy affecting women union members on such matters as seniority, safety standards, maternity leave, and counseling on home-related problems; and the papers include correspondence, reports, minutes, articles, newsletters, questionnaires, and conference material.

The Archives and Manuscripts Division of the **West Virginia University Library** reports the accession of the following: Berkeley County docket book (1873–1924); papers (1838–1930) of the Goshorn family, Caldwell family, and other Ohio County families; legal files (1915–30) of Robert E.

McCabe, attorney, of Charleston, West Virginia; records (1925-65) of United Glass and Ceramic Workers, Clarksburg Local #2; records (1920-50) of extension programs of WVU School of Mines; President's Office Files (1970-74) relating to the Personal Rapid Transit System of West Virginia University; and records (1910-75) of the Window Glass Cutters League of America, including archives, entrusted to the league, of disbanded craft unions.

The **University of Wisconsin Archives** has accessioned records of the Washburn Observatory including the papers of directors Albert E. Whitford, 1935-58, and Arthur D. Code, 1958-65. The collection includes their correspondence files, materials relating to personnel and operation of the observatory, printed reports, photographs, and some data charts.

CANADA

News notes relating to Canadian institutions have in some instances been published in recent issues of the *Canadian Historical Review*.

The **Public Archives of Canada** has received the diary of Mackenzie King relating to the Igor Gouzenko affair. Gouzenko, a code clerk in the Soviet embassy at Ottawa, defected to the West and testified concerning Soviet agents operating within Canada. The diary, which is dated September-October 1945, was kept separately because of the highly secret nature of the entries. Copies are available at the Public Archives, 395 Wellington Street, Ottawa.

The Public Records Division files of the Director of Internment Operations (1939-45) have been declassified and, with a few exceptions, are now available for research purposes. In general, these files relate to the internment in Canada of German and Italian prisoners of war. In addition to policy files, there are inspection reports, returns, and files relating to welfare matters, complaints, and intelligence. A recent accession of strike and lockout files from the Department of Labour contains some different kinds of records on industrial disputes. Included are trade disputes press clippings, 1937-54, 1957-60; trades disputes records, 1900-44; statistical analysis of strikes and lockouts in Canada, 1900-

1945; and press clippings concerning key strikes in the Canadian past. Much of the documentation in this accession was previously thought to have been lost.

The National Capital Commission transferred 18 volumes of the official minutes of the Ottawa Improvement Commission (1899-1927), Federal District Commission (1927-59), and the NCC (1959-67), as well as 4 letterbooks for the Ottawa Improvement Commission and 3 volumes of annual reports of the Federal District Commission and the NCC. Other important accessions of government records include: from Finance, the Deputy Minister's Office files of W. C. Clark, 1932-54; letterbooks, indexes, registers, accounts, and dockets of the Trade Marks Branch, 1868-1952; a microfilm copy (37 reels) of the public hearings conducted by the Canadian Radio Television Commission and its predecessor, the Board of Broadcast Governors, between 1959 and 1973; Privy Council Office central registry files concerning the Canadian war effort, 1939-45; Surveys and Mapping Branch documentation relating to the development and operations of the B.C.-Yukon-N.W.T. Boundary Commission, 1898-1967; and External Affairs registry and subject files from the Washington embassy, 1927-49.

The Manuscript Division has received 10 reels of microfilm from the Rijksarchief, Utrecht. Included in these records of the Abbaye de Port Royale des Champs are correspondence, journals, reports, and other records relative to Canada in the early eighteenth century. Réal Caouette loaned for microfilming the minutes of the Ralliement des créditistes/Social Credit Party of Canada. Air Marshal W. A. Curtis donated correspondence, memoranda, and photographs accumulated during his career in the Canadian armed forces. The bulk of the material dates from the Second World War, and includes a film on the Avro Arrow. The Fédération des femmes canadiennes-françaises deposited correspondence, minutes, and financial reports (1918-ca. 1964). The division also acquired correspondence, minutes, reports, publications, and trial records of Madeleine Parent and R. Kent Rowley, union organizers for a considerable period with the United Textile Workers in Quebec. The collection covers the period from the late 1930s to the 1950s and documents, among other events, the important textile workers' strikes at Valleyfield in 1946 and Lachute in 1947.

The National Map Collection has accessioned some 3,000 insurance plans and atlases purchased from the Insurers' Advisory Organization in Toronto. Dating from the 1880s to the present day, this material is of great interest to urban and local researchers. The Inuit Land Use and Occupancy Project is terminating its work with the publication of its research findings in the near future. The records, consisting of maps, tapes, and field notes, were recently acquired. In addition, maps on the colonization of the Prairies were transferred from the Devlin Papers (C.N.R. records) in the Public Records Division, and Arctic maps from the Bernier Papers in the Manuscript Division.

The National Photography Collection's recent acquisitions include twenty-six prints of historic Ontario architecture from Ralph Greenhill and eighty prints from which the plates were made for his book *Ontario Towns*; negatives of portraits (during the 1950s) and work done for the CCF by Marcel Ray of Toronto; negatives from Neil Newton, including excellent coverage of activities in the heyday of radio station CHUM in Toronto (1950s); and four collections relating to early Canadian aviation—papers of F. Roy Brown, Leigh Britnell, and Billy Barker, and the Curtis collection depicting World War I aircraft, from Canada's Aviation Hall of Fame.

The **Toronto Board of Education Historical Collection's** recent acquisitions include: minutes, correspondence, and ephemera (1932-51) of the Toronto Secondary Schools Women's Teachers Physical Education Association; programs, correspondence, and records of winners (1907-72) of the Toronto public schools Annual School Games; correspondence, submissions, and transcripts of public meetings (1973) of the board's Work Group on Vocational Schools; submissions and correspondence (1974-75) of the board's Work Group on Multicultural Programs; and agendas, correspondence, submissions, and tapes of public meetings and radio interviews (1973-74) of the Work Group on the Proposed Student Bill of Rights.

A research program in Canadian theater history was inaugurated in autumn 1975, funded for the first year by the Connaught Fund, **University of Toronto**. The main aim of the project is the compilation of information relating to the history of Ca-

nadian theater from its beginnings to 1930. Research projects will include the preparation of bibliographies and checklists for primary and secondary materials. Inquiries should be addressed to Heather McCallum at the Robarts Library, University of Toronto, Toronto, Ontario.

RELIGIOUS ARCHIVES

Episcopal. The Diocese of Oklahoma has recently accessioned photographs of clergymen who served early churches, the family history of Bishop Chilton Powell, and a few histories relating to the Bicentennial activity of the diocese.

The Diocese of Missouri reports accessioning and initial processing of the papers of Rt. Rev. George L. Cadigan, bishop of Missouri, 1959-75. The papers of an earlier bishop of Missouri, Rt. Rev. William Scarlett, 1930-52, now in the Protestant Episcopal Archives and Historical Collections in Austin, Texas, are available for research. Bishop Scarlett was a leader in the social movements of the 1920s-40s. His correspondence with Reinhold Niebuhr has been donated to the Library of Congress.

Evangelical Covenant Church of America. The Covenant Archives and Historical Library is adding to its growing collection of microfilm of newspapers and local history records. Recent accessions include translations from Swedish to English of old records relevant to the denomination's history, and new books published to celebrate the church's ninetieth anniversary.

Jewish. Some acquisitions recently reported by the American Jewish Archives, April 1975, are congregational constitutions and bylaws, board of trustees minutes, historical papers, and demographic studies of the Chicago area. The YIVO Institute for Jewish Research has reported its recent accessions in "Recent Additions to the YIVO Collections," number 4 (April 1975).

Lutheran Church-Missouri Synod. The Lutheran Historical Conference has published the fifth volume in a continuing series of Lutheran historical essays. The 230-page work presents the essays and reports of the conference's sixth biennial meeting in 1972. One theme of the essays is the cen-

ennial of Danish Lutheranism in America, observed in 1972.

ARCHIVAL ORGANIZATIONS

The fall workshop of the southern section of the **Society of California Archivists** was held November 8, 1975, at the William Andrews Clark Library in Los Angeles. The morning session of the meeting dealt with the acquisition of special collections. Participants were Sylvia Arden of the San Diego Historical Society; Mildred Simpson of the Academy of Motion Picture Arts and Sciences; Clifford Wurfel of the University of California, Riverside; and James Mink of the University of California, Los Angeles, chairperson. Each panelist described his institution and its acquisition program, and suggested techniques for encouraging donations. These included publication of a newsletter, development of a public relations program, personal contact with donors, participation by a library committee, and the development of an oral history program. The problem of competition, particularly with out-of-state collectors, produced a lively discussion. The consortium was presented as one way around some acquisition difficulties. Among the California consortia mentioned was the Film and Television Studies Center of Los Angeles. Another cooperative is the Southern California Institute for International Studies Consortium which includes U.C.L.A., U.S.C., California State-Long Beach, and Los Angeles State among its members. SCIISC is undertaking the study of German-Jewish immigrants in the Los Angeles area. Members of the afternoon panel, which dealt with manuscript valuation, were Glen Dawson, Dawson's Bookshop; Joseph Hearn of Redlands, private book collector; Brian Seery of the Internal Revenue Service; and Chairperson Larry Burgess, A.K. Smiley Library, Redlands. Glen Dawson opened his remarks by defending the pricing policies of dealers. He then described the means available to repositories for establishing value as well as his techniques of appraisal and the basis of his fees. Hearn described his difficulties as a private collector in a field of soaring prices. Seery explained the position of the IRS on gift deductions, conditions under which they are likely to be questioned, appropriate court procedures, and the 1969

tax law revision. He emphasized the importance of securing the best expert or panel of experts in the field to testify in court cases regarding the value of a gift. The fall workshop of the northern section of the society dealt with the same topics and was held October 24 on the San Francisco campus of the University of California. Participants included Jeremy Norman, book dealer; Arthur Norberg, curator of scientific manuscripts in the Bancroft Library; Keith Betzina, tax attorney; Norman Strouse, private collector/donor; Edie Hedlin, Wells Fargo Archives; and Stephen Barnett, specialist in copyright law.

The **Society of Georgia Archivists** held its third annual Archives and Records Workshop November 20-21, 1975, at the Urban Life Center of Georgia State University. Entitled "Archives and Preservation: Insuring a Future for the Past," the program included sessions dealing with archives and historic preservation, architectural documentation, starting an archives or historical society, new genealogical resources, procedural manuals, appraisal, exhibits, security, oral history, grantsmanship, finding aids, local records, and supplementary staffing. Selected papers from the workshop will appear in future issues of *Georgia Archive*, beginning with the talks on "Security and the Law" scheduled for the February 1976 issue.

Thirty-two members of the **Society of Indiana Archivists** met at the Indiana State Library, Indianapolis, on December 5, for its annual business meeting. The morning session was devoted to the election of officers and a review of the first SIA publication: *Administrator's Manual: Preservation/Restoration of Documentary Materials*, by John J. Newman. The following officers were elected: President David E. Horn, Depauw University; Vice President Robert E. Zilliox, Hanover College; Secretary-Treasurer Thomas Krasean, Vincennes University; and Board Members Josephine Elliott, Indiana State University, Rev. Paul V. Thomas, Wesleyan Church Headquarters, and John J. Newman, Indiana State University.

The afternoon session was a panel discussion on other "Archival and Historical Agencies in the United States," chaired by the new president. Members present were introduced to other organizations they

might wish to join. Panel members were: Leona Alig, Indiana Historical Society; Rev. Tom Elliott, Holy Cross Fathers; and Susan Sudduth, Purdue University.

The fall meeting of the **Long Island Archives Conference** was held November 8, 1975, at the Long Island Historical Society. Included in the program were workshops dealing with manuscript and genealogical holdings of the Long Island Historical Society, and the public records of Kings County. Other sessions dealt with newspapers, the preservation of maps, and the collection of materials dealing with the history of Blacks on Long Island.

A record number of members and friends of the **Michigan Archival Association** attended the fall meeting of the group at the Walter P. Reuther Library of Labor and Urban Affairs at Wayne State University on October 16, 1975. Margery Long discussed the conservation of photographs, James Craven discussed the conservation of paper, and Patricia Freedman discussed the conservation of sound recordings. Tours of the new Walter P. Reuther Library of Labor and Urban Affairs and of the Burton Historical Collection of the Detroit Public Library concluded the meeting.

Approximately 125 people attended the fall meeting of the **Mid-Atlantic Regional Archives Conference** held October 3-4 in Philadelphia and Doylestown, Pennsylvania. The meeting was hosted by the Historical Society of Pennsylvania and the Bucks County Historical Society. One of the major features of this conference was its timing to follow immediately the annual meeting of the Society of American Archivists. The MARAC program on October 3 was held at the Philadelphia Sheraton Hotel and included sessions on finding aids and career patterns as well as a panel discussion on new directions in scholarly use of archival material. The evening program consisted of a business meeting and party at the hotel. The programs on October 4 were held concurrently at the Historical Society of Pennsylvania and the Bucks County Historical Society and included extensive tours of the two societies.

The fall 1975 meeting of the **Midwest Archives Conference** was held in Detroit, November 6-8. Over 100 persons attended

11 panel discussions on a wide range of topics including family history, oral history, urban history, security, cooperation and competition between large and small institutions, and preservation. Marth Bigelow, director of the Michigan History Division, addressed a general session of the meeting on the problems of local public records, including the inventorying of local records presently being conducted under a grant from the National Endowment for the Humanities. Tours were conducted of the Walter Reuther Library of Labor and Urban Affairs, the Burton Historical Collection, and the Archives of American Art. Many availed themselves of the opportunity to visit Greenfield Village and the conservation laboratory of the Henry Ford Museum.

The **Society of Ohio Archivists** met on November 7 on the campus of Ohio State University. In the morning session of this one-day program, Ruth Helmuth, university archivist and adjunct professor of library science at Case Western Reserve University discussed criteria for appraising archival programs. The afternoon session was entitled "Documenting the Difficult: Non-Traditional Fields of Research Sources." In his presentation in this session, John Grabowski of the Western Reserve Historical Society dealt with difficulties in collecting the resources for ethnic history; while Les Hough and Marta Whitlock of the Ohio Historical Society described their efforts in the fields of labor history and women's history. Dennis Harrison served as commentator.

The **Association of St. Louis Area Archivists** held its winter meeting at Lindenwood College in St. Charles, Missouri, on January 21, 1976. Mary Ambler, Lindenwood archivist, provided a study tour of the Lindenwood archives, as is the custom at the quarterly meetings of the ASLAA. Other recent meetings featured programs by Warren Griffin, director of the NARS Military Records Center, and Darryl Podell, archivist of the Washington University Medical Center. The association will have ready for distribution in the summer of 1976 a descriptive directory of archival institutions in the St. Louis area.

The fall meeting of the **Tennessee Archivists** was held November 17-18 at the Disciples of Christ Historical Society, Nashville.

Speaker at the opening session was Larry Hackman, assistant to the executive director, National Historical Publications and Records Commission, Washington, D.C. A panel on "Manuscript Appraisal" was conducted by Marice Wolfe, head of special collections, Joint University Libraries, and Jean Waggner, director of the Manuscripts Section, Tennessee State Library and Archives. It was followed by a spirited mock manuscript auction with Herschel Gower, associate professor of English, Vanderbilt University, as auctioneer. The panel on the State of the Art in Church Records included the Right Reverend Monsignor Charles M. Williams, retired chancellor of the Diocese of Nashville, speaking on Roman Catholic archives; and Brooks B. Little, director of the Upper Room Library and Museum, who spoke on the Methodist pattern of record keeping. Serving as moderator of the session was Marvin D. Williams, director of the library and archivist of the Disciples of Christ Historical Society, who discussed archives of Baptist, Church of Christ, Christian, and United Church of Christ churches, and also archives of synagogues. Other sessions of the meeting included planning for the 1978 meeting of the Society of American Archivists to be held in Nashville and for the 1976 spring meeting of the Tennessee Archivists, slated for Memphis on May 3 and 4.

The **Toronto Area Archivists Group** held its second annual meeting September 24, 1975, in the Royal Ontario Museum with thirty-five members in attendance. Chairman Jane Nokes reported on the group's activities during the past year. In addition to its regular meetings, the Toronto Area Archivists Group played a major role in the planning and execution of the arrangements for the 1974 meeting of the Society of American Archivists in Toronto. In addition to preparing their own constitution, members of the organization assisted in the preparation of the constitution of the Association of Canadian Archivists. The group offered a course in paper conservation, provided an archival advisory service, and published a checklist for business archives. Two accomplishments highlighted in the report were the Workshop on Training in the Information Sciences, cosponsored with the alumni association of the University of Toronto faculty of library science; and the

printing of the *Guide to Archives in the Toronto Area*. Plans outlined for the coming year include preparation of a list of basic archival publications and compilation of a list of suppliers of archival materials and arrangements for combined ordering. Also at the annual meeting, the following officers were elected by acclamation for the 1975-76 year: Chairman David Rudkin, University of Toronto; Vice Chairman Tony Rees, City of Toronto; Secretary R. Scott James, City of Toronto; and Treasurer Christine Ardern, Harbour Commission. Alex Ross provided the program for the evening with his presentation on the municipal records program of the Archives of Toronto. The second meeting of the 1975-76 season was held in the Education Centre of the Toronto Board of Education, on October 23. Fifty-four attended this meeting—a record for the organization. The program for the meeting dealt with the use of audiovisual techniques in the archives. As a part of the program, F. Eugene Gattinger presented a film prepared from materials in the Board of Education Archives and other sources, which contrasts the board's past with the issues of the present. The third meeting of the season was held in St. Michael's College Library on November 25. This gathering was devoted to a discussion of the organization's program and plans for a training course in archival theory and practice to be held during the week of April 26-30, 1976, at the Royal Ontario Museum.

BICENTENNIAL NEWS

A Bicentennial program commemorating the 200th anniversary of the First Provincial Congress of New Jersey will be held May 24 at the State Museum, Trenton. The proceedings of the symposium on the history of the development of the New Jersey Legislature will be published through a \$3,454 grant from the New Jersey Bicentennial Commission. Cosponsors of the program are the **New Jersey Bicentennial Commission, New Jersey Historical Commission, Mercer County Cultural and Heritage Commission, State Library, and State Museum.**

A special museum exhibition on the role and contributions of Blacks in New Jersey history has received financial assistance from the New Jersey Bicentennial Com-

mission. The commission announced a \$5,000 matching grant to the Merabash Museum in New Egypt for an exhibition entitled "The Black Presence in New Jersey from Colonial Times to the Present." Merabash is the only museum in New Jersey and one of the few in the nation dedicated to the history of Black Americans and their efforts in the arts and sciences. The first phase of the exhibition opened to the public on October 1, 1975. According to Martha M. Henderson, project director, additions will be made continually as the exhibit runs through 1976. The exhibition will cover a 200-year period, using artifacts, documents, and art, supplemented by audiovisual productions. There will be special emphasis on the military participation of Black troops in the Revolutionary War, such as the Rhode Islanders at Fort Mercer during the Battle of Red Bank in New Jersey.

The commission has announced also a grant of \$12,000 to help fund preparation and publication of the most comprehensive directory of New Jersey newspapers ever compiled. The directory will contain the history of every newspaper published in New Jersey from 1765 to 1970 and also will provide a valuable reference guide to existing copies of the newspapers. It will include daily and weekly general circulation newspapers and religious, ethnic, labor, college, and underground publications. The total cost of the directory project is \$44,000, with the Historical Commission contributing the balance in cash and in-kind services. The co-editors are William C. Wright, deputy director of the Historical Commission, and Paul A. Stellhorn, a research associate for the commission.

Stellhorn said that the directory not only will provide an invaluable reference tool for people interested in New Jersey history, but also might serve as an impetus for preservation of the state's newspaper heritage. He emphasized that the research for the directory had demonstrated that no copies have survived for 90 percent of the papers once published in New Jersey.

Bicentennial plans of the Missouri State Archives include an exhibit on the "Founding of St. Louis, 1764-77," a showcase display in the Capitol Museum showing the *Livre Terriens*, French land grants between 1766-70, a diagram of the commons of the village of St. Louis, and the first official act of the Spanish govern-

ment: the appointment in 1770 to survey the village; an exhibit in the rotunda of the state capitol depicting state documents that have been important in the history of Missouri and that would be of interest to schoolchildren touring the capitol; "Black History of Missouri, 1766-1970," a showcase display in the Capitol Museum revealing a slave sale written in old French, some of Missouri's harsh slave laws, the Dred Scott Case, and post-Civil War documents for justice, education, and human rights; and "Boundary Lines of Missouri," a Capitol Museum display concerning the Platte Purchase, the formation of the "boot heel," and the Honey War which resulted in the settlement of the Missouri-Iowa boundary.

The National Audiovisual Center, of the National Archives and Records Service, is distributing the American Revolution Bicentennial Administration's film, *Bicentennial USA*. The 16mm. color film (14½ minutes) includes a series of vignettes about local Bicentennial activities. The film and a brochure prepared by the center, *Media for the Bicentennial*, which describes forty-two films and a filmstrip appropriate for the upcoming celebration, are available from the Reference Section, National Audiovisual Center, Washington, D.C. 20409.

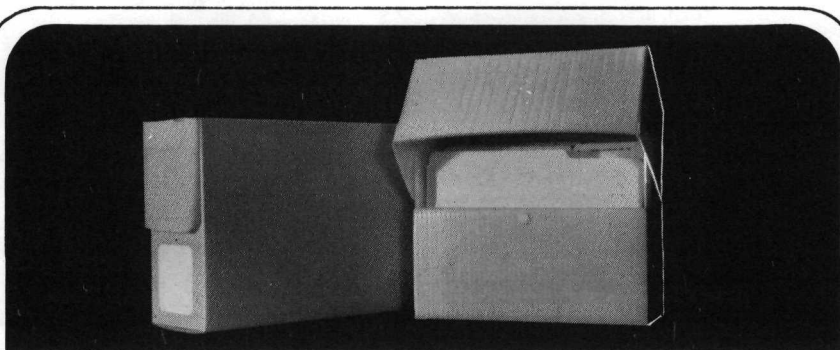
More than twenty-five key documents that trace the nation's history from the formation of the Union to the present day will be exhibited at the National Archives beginning April 28 and running into 1977. In addition to the permanent display of the Declaration of Independence, Constitution, and Bill of Rights, the exhibit, entitled "The Written Word Endures: Milestone Documents of American History," will include documents from the Archives' holdings. Among the documents are the Articles of Confederation, Treaty of Paris, Louisiana Purchase, Monroe Doctrine, Compromise of 1850, Dred Scott Decision of the Supreme Court, Emancipation Proclamation, Thirteenth Amendment, Homestead Act, Treaty of Versailles, first inaugural address of Franklin D. Roosevelt, Japanese Surrender document of 1945, Marshall Plan, and Strategic Arms Limitation Treaty. Photographs, maps, patent drawings, graphics, and other associative material from the Archives will augment the exhibition.

In connection with the exhibit, the

National Archives is publishing a 112-page book also entitled *The Written Word Endures: Milestone Documents of American History*, containing thirty-two color plates and dozens of black and white photographs. Supporting materials and text are used to help illuminate the place of each of the twenty-five major documents in the American story. Included are photographs by Mathew Brady, William Jackson, Lewis Hine, Dorothea Lange, and Edward Steichen; maps; patent drawings; watercolors by James Alden, William McIlvaine, and others; objects such as a seal of the Knights of the Golden Circle, Civil War medals, placer gold, and an Eva Braun photo album; papers such as Robert E. Lee's amnesty oath, and the Nixon letter of

resignation. In no other single publication will material on American history of this depth and scope be found.

A Bicentennial publication planned by the National Archives is a *Guide to Pre-Federal Records in the National Archives*. This one-volume work will describe records prior to March 4, 1789, as well as selected records of a later date pertaining to the pre-Federal period. Included in the records to be described will be the Papers of the Continental and Confederation Congresses, the War Department collection of Revolutionary War records, records of the Constitutional Convention, Revolutionary War bounty land application files, and Revolutionary War service claims.



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The Society of American Archivists

ANN MORGAN CAMPBELL, *Editor*

Minutes

Council Meeting, September 29, 1975. President James B. Rhoads called the meeting to order at 3:00 P.M. at the Sheraton Hotel in Philadelphia, Pennsylvania. Also present were Vice President Elizabeth Hamer Kegan, Treasurer Howard L. Applegate, and Council members Richard C. Berner, J. Frank Cook, A. Carroll Hart, Ruth W. Helmuth, Elsie F. Freivogel, J. R. K. Kantor, and Hugh A. Taylor. Vice President-elect Robert M. Warner, Council member-elect Andrea Hinding, Editor C. F. W. Coker, and Executive Director Ann Morgan Campbell attended without vote. Council member Walter Rundell, Jr., was absent. The Council approved the minutes of April 18, 1975.

Public Documents Commission. Mr. Rhoads reported that President Ford had nominated the public members of the Public Documents Commission. They are Herbert Brownell, who has been named chairman, Lucius Battle, and Ernest May. These appointments must be confirmed by the Senate. President Ford's fourth appointment, Philip Buchen, will fill the position designated for a member of the White House staff. Executive Director Campbell has been appointed by Mr. Rhoads to replace Herman Kahn as the SAA representative. Mr. Rhoads stated that one of the first tasks of the commission will probably be to ask for legislation extending the March 1976 reporting date contained in Public Law 9-526.

Ms. Campbell reported that she had furnished the newly selected commission members with copies of the Society's recent newsletter and journal, both of which contained material related to the issues which the group will study. She informed the Council that she will discuss the staffing of the commission with Mr. Brownell at the earliest opportunity. Ms. Freivogel asked that the Council be provided with timely reports of the deliberations of the commission.

National Historical Publications and Records Commission. Mr. Rhoads reported that at its last meeting, held in April, the NHPRC adopted general guidelines for the new records program. To date, twenty-five state historical records coordinators have been named by governors and eight of these states have appointed state historical advisory boards. One proposal for funding under the new records program has been received. It was a plan for a series of archival manuals submitted by the SAA, which will be considered at the commission's October meeting.

Committee on Machine Readable Records. Meyer Fishbein has proposed that the committee he chairs expand its area of concern to include the application of automated procedures to archival administration. Mr. Fishbein's suggestion was approved by the Council. The executive director was instructed to ask the committee to recommend a new name which reflects its expanded mandate.

Material for this department should be sent to the Executive Director, Society of American Archivists, University of Illinois at Chicago Circle, Box 8198, Chicago, Ill. 60680.

Statement on the Reproduction of Manuscripts and Archives for Noncommercial Purposes. A draft statement produced by the Committee on Reference and Access Policies, chaired by Sylvie Turner, was received by the Council earlier in the year. The draft was referred to the Professional Standards Committee for review and published in the May newsletter with a request for reactions from the membership. F. Gerald Ham, chairman of the Professional Standards Committee, has reported that the unanimous opinion of his committee was that the profession would be best served if the various groups that have prepared statements in this area (SAA, ACRL, ARL) could agree on a single statement. Mr. Ham reported that, in general, his committee preferred the ARL draft to the SAA version. The comments of the Professional Standards Committee, as well as those of several individual members, have been relayed to Ms. Turner's committee with the request that an attempt be made to reconcile the views expressed.

1975-76 Committees. Mrs. Kegan announced the following new committee chairpersons: Archives-Library Relationships—Mary Lethbridge, Library of Congress; Aural and Graphic Records—Sam Kula, National Film Archives (of Canada); Awards—Philip P. Mason, Wayne State University; Collecting Personal Papers and Manuscripts—Virginia Stewart, University of Illinois at Chicago Circle; Education and Professional Development—F. Gerald Ham, State Historical Society of Wisconsin; Local Arrangements '77—Jay Haymond, Utah State Historical Society; Nominating—Lynn B. Donovan, California Historical Society; Professional Standards—James B. Rhoads, National Archives and Records Service; Program '76—Frank B. Evans, National Archives and Records Service; State and Local Records—J. D. Porter, Oregon State Archives; Status of Women—Elsie F. Freivogel, National Archives and Records Service; and Urban Archives—Harold Pinkett, National Archives and Records Service.

The Vice President recommended the establishment of two new ad hoc committees for terms of three years each. Mrs. Kegan's proposal to create a committee on the wider use of archival materials and a committee on ethnic archives was approved on a motion by Mr. Applegate which was seconded and passed. Archie Motley, Chicago Historical Society, has been named to chair the committee on the wider use of archival materials. A chairperson for the ethnic archives committee will be announced as soon as possible.

Mrs. Kegan has asked the Committee on Urban Archives and the Committee on State and Local Records to produce a statement defining the areas of concern of the two groups.

Treasurer's Report. Mr. Applegate reported that the Society's unaudited receipts for the first three quarters of 1975 reached \$63,629.87; unaudited disbursements totalled \$63,015.28.

The Treasurer reported that further investigation of the proposal by University Microfilms to distribute the back file of the *American Archivist* on microfilm indicated that the charge per volume would be from \$5 to \$8. This would result in a substantially higher cost to institutions than the price the Society charges for the film it now distributes. Noting that income from microfilm sales was up markedly in 1975 due to the increased promotional efforts of the Executive Director's office, Mr. Applegate moved that the offer of University Microfilms be declined. The motion was seconded and passed.

Paper Permanence Fund. The Treasurer has received a request from the National Archives Trust Fund for the payment of \$20,000 from the SAA Paper Permanence

Fund. The fund was created with donations from interested organizations and corporations to underwrite partially expenses of the National Bureau of Standards paper research projects. This payment will exhaust the principal of the fund and end the Society's participation in the project. Mrs. Helmuth moved that the Treasurer be directed to pay \$20,000 from the Paper Permanence Fund to the National Archives Trust Fund. Her motion was seconded and passed. Mr. Cook moved that the interest accumulated in the fund be transferred to the Society's General Fund. The motion was seconded and passed.

Executive Director's Contract. The Council authorized Mr. Applegate to prepare a contract for Ms. Campbell extending the period of her tenure as SAA Executive Director until December 31, 1978.

Membership. Ms. Campbell reported the following pattern of membership levels:

<i>Date</i>	<i>Individuals</i>	<i>Institutions</i>	<i>Subscriptions</i>	<i>Total</i>
September 1973	1,498	342	948	2,788
September 1974	1,308	345	1,057	2,710
January 1975	1,233	339	955	2,527
September 1975	1,324	343	981	2,648

The Executive Director noted that of the net loss of 265 individual members after the 1974 dues increase, 91 (34 percent of the original loss) have been recovered. Of a total loss of 261 in all categories, 1975 growth is 121, 46 percent of the original loss. Membership promotion in 1975 has emphasized the individual and institutional categories. A new brochure was designed and printed. A display for meetings was designed. Each subscriber received a sample newsletter and a letter which extolled the advantages of institutional membership. The effectiveness of the last project cannot be judged until January renewals are received.

Grant Support. Ms. Campbell reported that the Society had received three grants since the last Council meeting: \$99,600 from the National Endowment for the Humanities to support an archival security program, and \$100,000 from the National Endowment for the Humanities and \$32,000 from the Tinker Foundation to fund aspects of the 1976 SAA/ICA meeting, largely transportation for foreign delegates, translation services, and administrative projects.

AHA/OAH/SAA Joint Committee on Historians and Archives. Ms. Campbell reported on the September 1975 meeting of the joint committee, which was held in Chicago. A series of related actions reflected the committee's concern over the relationship of the National Archives with the General Services Administration: A representative of the committee will testify at the confirmation hearings of the new GSA administrator to express the concern over the Nixon-Sampson agreement and related matters; letters are being sent to selected legislators asking for an inquiry into the establishment of the GSA Office of Presidential Materials outside of the National Archives; and the committee has gone on record favoring independent status for the National Archives. The governing councils of each organization represented on the committee are being asked to take a stand on the last issue. Action on this matter was deferred until the October 3 meeting of Council.

Relationships with Other Organizations. The Society of Southwest Archivists has become a sustaining member of the SAA.

A proposal for a joint project received by the office of the Executive Director from the Public Works Historical Society has been referred to the SAA Committee on State and Local Records. A subcommittee will meet soon with PWHS representatives.

The possibility is being explored of providing a speaker for the next annual meeting of the International Institute of Municipal Clerks.

The President has received a request from the American Society for Information Science to join its liaison program. The request was referred to Mrs. Kegan for her consideration.

Mr. Rhoads has received a communication announcing the establishment of the Association of Canadian Archivists. Mr. Taylor expressed the hope that the potential for cooperation between the two organizations will be thoroughly explored.

President Rhoads adjourned the meeting at 5:30 P.M.

Council Meeting, September 30, 1975. President Rhoads called the meeting to order at 9:00 A.M. Also present were Vice President Elizabeth Hamer Kegan, Treasurer Howard L. Applegate, and Council members Richard C. Berner, J. Frank Cook, A. Carroll Hart, Ruth W. Helmuth, Elsie F. Freivogel, J. R. K. Kantor, and Hugh A. Taylor. Vice President-elect Robert M. Warner, Council member-elect Andrea Hinding, Editor C. F. W. Coker, and Executive Director Ann Morgan Campbell attended without vote. Council member Walter Rundell, Jr., was absent.

NHPRC Proposal. Ms. Campbell reported that a proposal to publish a series of five manuals on basic archival procedures has been submitted to the National Historical Publications and Records Commission. This type of publication was found to be most needed by the profession, after the journal and newsletter, in a poll taken by the ad hoc Committee to Develop a Publications Program. The proposal was prepared by Executive Director Campbell, Editor Coker, and Chairman Maynard Brichford of the ad hoc committee. It was approved prior to submission by Mrs. Kegan, who had favored such a publications effort in her candidate's statement of summer 1974. Reflecting the concern of some members of Council that additional study is appropriate to determine the method by which authors for Society publications should be selected, a motion by Ms. Freivogel that a committee be established to develop guidelines for the selection of authors was seconded and passed.

Editor's Report. Mr. Coker informed the Council that his investigation, authorized by earlier Council action, of alternate printers for the *American Archivist* had led him to conclude that the Society should consider transferring the responsibility for printing the journal to another concern. Due to an unexpectedly large cost for printing the July issue, a readjustment of the 1975 allocation for printing the journal may be necessary.

The editor distributed a copy of the newly published bibliography compiled by Frank B. Evans, *Modern Archives and Manuscripts: A Select Bibliography*, for the Council's examination. Mr. Evans has offered another bibliography, on the international history of archives, to the SAA. Mr. Applegate's motion that the Editor Coker be instructed to respond positively to Mr. Evans's offer, provide the manuscript to the Editorial Board for review, and secure bids from a printer was seconded and passed.

A membership directory will be compiled by the office of the executive director and published in 1976.

The Council authorized an expenditure of \$175 to place an advertisement in the first issue of the journal of the Association of Canadian Archivists.

Investment Policy. Mr. Applegate sought the Council's guidance on investment policy for the Society's reserve and special projects funds. It was determined that a judicious mixture of investments in short-term government and commercial obligations and longer-term certificates of deposit should be pursued.

Dues Structure. The Council discussed and then voted to endorse the following associate dues plan to be introduced by J. Frank Cook at the annual business meeting: The Society of American Archivists will accept associate members from related professions on payment of dues at the minimum rate established for individual SAA members provided that the proposed member's primary organization offers archivists, manuscript curators, and records managers associate memberships at an equivalent rate. Those eligible for associate memberships are persons whose full or part-time occupation is not the curatorship, management, or administration of manuscript collections, archives, or current records.

Robert C. Wiederaenders has stated his intention to introduce the following revision to the dues structure at the annual business meeting: An archivist whose full-time occupation is not the curatorship, management or administration of manuscript collections, archives, or current records but who has regular assigned archival functions shall be accepted as a full member in the Society of American Archivists upon payment of dues based upon that portion of his total income which comes from performing his archival function; but no member shall pay less than the SAA-established minimum dues.

Noting the adverse financial implications of the Wiederaenders proposal, the Council passed Miss Hart's motion that it oppose the measure if it is introduced.

Awards Study. The Council received the comprehensive study of the Society's awards program prepared by a subcommittee of the Awards Committee which consisted of Chairman Herbert Angel, Mary Lethbridge, and Frank B. Evans. The recommendations of the subcommittee had been provided to present members of the Awards Committee, whose responses had been received by Mr. Rhoads and Mrs. Kegan.

Miss Hart moved that the Council thank the subcommittee for its thorough study and ask it to reconsider portions of its recommendations which in light of the revisions were proposed by other Awards Committee members. The motion was seconded and passed.

Guidelines for Grant Endorsements. Ms. Freivogel presented the following guidelines for the Council's consideration:

The Office of the Executive Director of the Society of American Archivists will be increasingly consulted by both granting agencies and proposal writers as a source of pre-funding endorsement, non-financial support, professional review, or other forms of aid and approval for grant proposals. Accordingly, the SAA Council adopts the following guidelines:

1. The SAA Council shall not endorse any grant proposals before funding, lest it find itself supporting one of two competing proposals, becoming in the view of funding agencies a necessary part of a successful proposal, or becoming increasingly involved in unsuccessful proposals. After a grant proposal has been funded by a foundation or similar agency, SAA endorsement shall mean non-financial support given to the investigator. Such endorsement may be made only by the Council. Council may instruct the Executive Director to publicize a project, urging members and institutions to provide necessary information or labor to expedite the project, or such other professional aid as investigators might request. Additionally, Council may instruct the Executive Director to provide reasonable administrative aid or professional advice as necessary.

2. Any project endorsed by the Society should be of general professional concern. For example, it should deal with a topic of wide historical interest requiring the use of national resources rather than those available only in a state or region; or it should involve a topic of professional interest to archivists nationally; or it should test at the local or regional level an innovative concept which has national implications.
3. Endorsement should be given only to projects whose primary concern is the preservation, description, publication, or use of archival and manuscript resources.
4. Neither the SAA Council nor the Executive Director shall assume any role in the administration of a project, serving in the role of continuing reviewers, advisors, or the like.

A motion was made, seconded, and passed to accept Ms. Freivogel's guidelines for grant endorsements.

President Rhoads adjourned the meeting at 11:00 A.M.

Council Meeting, October 3, 1975. President Kegan called the meeting to order at 2:30 P.M. Also present were Council members Richard C. Brewer, J. Frank Cook, Elsie F. Freivogel, Ruth W. Helmuth, Andrea Hinding, J. R. K. Kantor, Hugh A. Taylor, and Edward Weldon. Attending without vote were Editor C. F. W. Coker, Assistant to the Executive Director Joyce Gianatasio, and Executive Director Ann Morgan Campbell. Absent were Vice President Robert Warner and Treasurer Howard Applegate.

1976 Meeting. Donald F. Harrison, local arrangements chairman for the 1976 Washington meeting, joined the Council briefly to provide a status report on planning for the September 28–October 1 meeting. Anticipated attendance is approximately 800 SAA members and 400 ICA members. All public space of the convention hotel, the Statler Hilton, will be devoted to the meeting. The ICA schedule plans morning plenary sessions and afternoon committee meetings. SAA will schedule committee meetings, workshops, and smaller program sessions in the morning and additional workshops and large program sessions in the afternoon. Indications are that the hotel's charge for sleeping rooms, while comparable to other Washington hotels in 1976, will be considerably higher than the Society has faced for previous annual meetings. On a motion by Mr. Cook, the Council expressed grave concern over room costs at the Statler Hilton, and authorized the Executive Director and Mr. Harrison to communicate this concern to the hotel, and to endeavor to negotiate the most reasonable rates possible. The motion was seconded and passed.

AHA/SAA/SGA Luncheon. Mrs. Kegan announced that the SAA and the Society of Georgia Archivists will sponsor a luncheon during the annual meeting of the American Historical Association in Atlanta, December 30. Frank G. Burke, executive director of the National Historical Publications and Records Commission, will be featured speaker. David B. Gracy II is handling local arrangements.

Mid-winter Council Meeting. Mrs. Helmuth's motion that the mid-winter Council meeting be held in conjunction with the January meeting of the American Library Association in Chicago was passed by the Council. Ms. Hinding and Mr. Weldon cast negative votes.

1979 Annual Meeting. The executive director was directed by the Council to make a preliminary inquiry into potential sites for the 1979 annual meeting. The cities of Boston, Chicago, Kansas City, and Victoria, British Columbia, are to be considered.

SAA Memorial Fund. After a discussion of the desirability of establishing an SAA Memorial Fund, it was decided to refer the matter to the awards study subcommittee with the request that guidelines be developed.

Preparation of Grant Proposals. Mrs. Kegan appointed Mr. Warner to chair an ad hoc committee to draft recommended policies and procedures for the preparation and submission of SAA grant proposals. The committee was requested to suggest other areas of policy formulation which need exploration as well. Mr. Weldon and Ms. Campbell were appointed to serve with Mr. Warner.

Institute of Certified Records Managers. Mr. Rhoads recently received a communication from William L. Rofes, president of the board of regents of ICRM, asking that the Society become a sponsor of ICRM. Consideration of this matter was deferred pending receipt of additional information.

Structure of Annual Meeting. Mr. Kantor asked that consideration be given to a change in the format of the annual meeting. While the Society should continue to schedule the many successful workshops on specific topics that are now planned, in Mr. Kantor's view more general sessions should be on the program to consider issues of concern to all archivists.

Mr. Weldon noted the importance of having a full schedule of events for all interests, to facilitate members' acquiring institutional support to attend the meeting.

Ms. Freivogel and Mr. Hinding left the meeting.

Status of the National Archives. Mrs. Helmuth's motion that the Council endorse independent status for the National Archives was seconded and passed.

Committee on Committees. The Council approved Mrs. Kegan's proposal to appoint a committee to review the present SAA committee system.

Personnel Requirements. The Executive Director was authorized to continue her discussions with Richard Strassberg relative to a proposed study of future personnel requirements in the profession.

Ms. Campbell sought and received Council approval to establish the effective date for the new associate dues program as January 1, 1976. Council also authorized the imposition of an optional \$5 surcharge for members outside North America who wish to receive communications from the Executive Director's office, including newsletters, by air mail.

President Kegan adjourned the meeting at 5:30 P.M.

ANN MORGAN CAMPBELL, *Executive Director*

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yet another investment of time on the part of overburdened staffs, archivists and manuscripts curators are responding enthusiastically. Some believe the work done for the survey will enable them to answer more efficiently increasing numbers of inquiries about women while others believe the survey provides an opportunity to reinterpret their holdings and examine their acquisitions policies. Still others are cooperating because they believe, as SAA Executive Director Ann Morgan Campbell has said, that the Women's History Sources Survey is "another important indication of the expansion of the modern archivist's role—from passive custodian of 'old papers' to the vigorous partnership in the quest to document American life."

Because work on the survey will continue through 1977, there is still ample time for interested archivists and manuscripts curators to report collections. Those who wish to do so are invited to write to: Clarke A. Chambers and Andrea Hinding, Co-directors, Women's History Sources Survey, Social Welfare History Archives, University of Minnesota, Minneapolis, Minnesota 55455.

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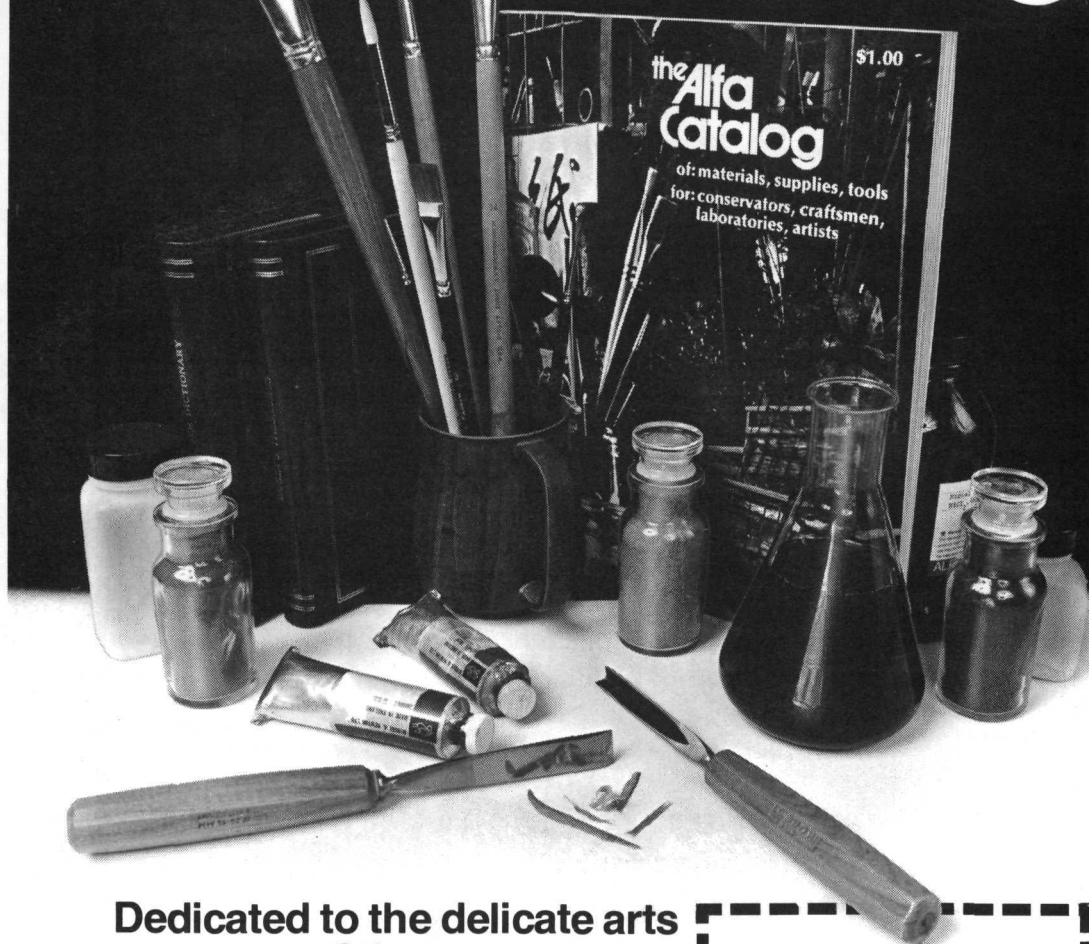


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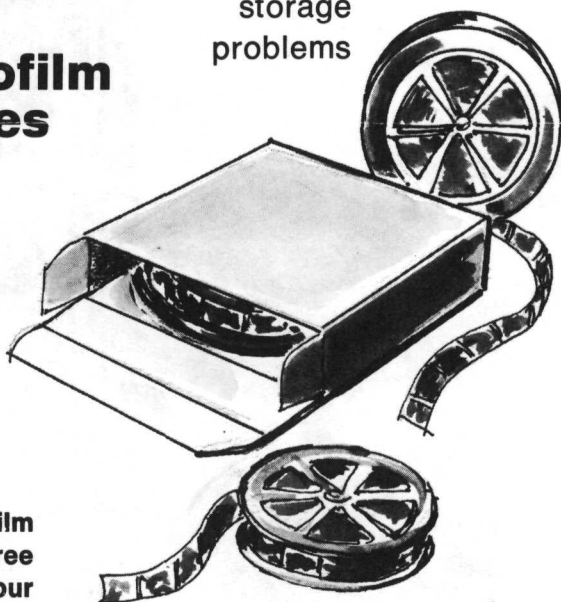
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Editorial Policy

1. Members of the Society of American Archivists, and others with professional interests in the aims of the Society, are invited to submit manuscripts for consideration and to suggest areas of interest or subjects which they feel should be included in forthcoming issues of the *American Archivist*.
2. Manuscripts received from contributors are submitted to readers who the editor feels can give an objective appraisal. Readers are asked to appraise manuscripts in terms of appropriateness, pertinence, innovativeness, scholarly worth, and clarity of writing.
3. Only manuscripts not previously published in English will be accepted, and authors must agree not to publish elsewhere, without explicit written permission, a paper submitted to and accepted by the *American Archivist*. The editor will consider publication of articles previously published in foreign languages; but usually these will be abstracted and included in a section of the *American Archivist* intended for this purpose.
4. One set of galley proofs will be sent to authors for correction of any omissions or errors in the edited copy of the original manuscript.
5. Ten reprints of each paper will be provided to the author without charge. Additional reprints may be ordered from the printer, and an order form for this purpose will be sent to the author with his galley proofs.
6. Letters-to-the-Editor which include pertinent and constructive comments or criticism of articles or reviews recently published in the *American Archivist* are welcome. Ordinarily, such letters should not exceed 400 words.
7. Brief contributions for the three special sections of the *American Archivist*—News Notes, International Scene, and Technical Notes—may be addressed to the several editors of those sections or sent directly to the editor of the *American Archivist*.

Manuscript Requirements

1. Manuscripts should be submitted in English, in double-spaced typescript throughout—including footnotes at the end of the text—on white bond paper 8 ½ x 11 or 8 x 10 ½ inches in size. Margins should be about 1 ½ inches all around. All pages should be numbered, including the title page. The author's name and address should appear only on the title page, which should be separate from the main text of the manuscript.
2. Each manuscript should be submitted in two copies, the original typescript and one carbon copy or durable photocopy.
3. The title of the paper should be concise and distinctive rather than descriptive.
4. An abstract of approximately 100 words, brief, concise, and complete in itself without reference to the body of the paper, describing purpose, methodology, results, and conclusions where applicable, should be submitted with each manuscript.
5. Illustrations, photographic or drawn, are welcome. Photographs should be 8 x 10 inch glossy prints; other illustrations should be professionally drawn to a scale about twice the size of the final copy to be printed.
6. References and footnotes should conform to accepted scholarly standards. Ordinarily, the *American Archivist* uses footnote format illustrated in the University of Chicago *Manual of Style*, 12th edition.
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8. Usage of terms which have special meanings for archivists, manuscript curators, and records managers should conform to the definitions in "A Basic Glossary for Archivists, Manuscript Curators, and Records Managers," *American Archivist*, vol. 37, no. 3 (July 1974). Copies of this glossary are available for \$2 each from the Executive Director, SAA, University of Illinois at Chicago Circle, Box 8198, Chicago, Ill. 60680.

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