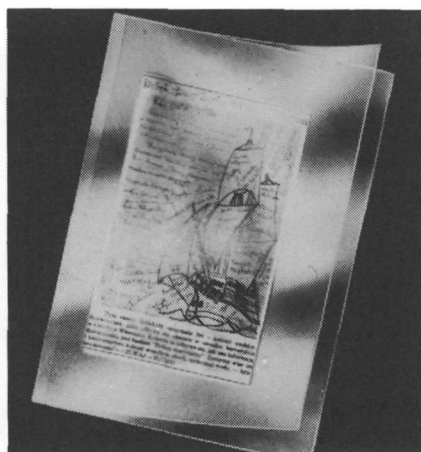
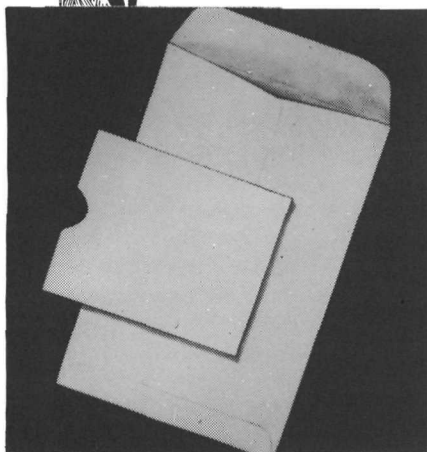




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# Writings on Archives, Historical Manuscripts, and Current Records: 1977

PAUL V. GUTE, *Compiler*

THIS IS A SELECTIVE BIBLIOGRAPHY of publications issued in 1977, along with some 1976 publications not previously examined. An outline of the subject classifications used and a list of abbreviations for frequently cited periodicals appear below. As in last year's bibliography, the only inventories included in Section VI are those produced in or describing records pertaining to the United States and Canada.

- I. General Literature
  - A. Bibliographies (1-8)
  - B. General Studies, Manuals, and Terminology (9-40)
  - C. Professional and Program Promotion Organizations (41-51)
- II. Management of Current Records
  - A. Principles and Techniques (52-88)
  - B. Forms and Filing (89)
  - C. Automation (90-99)
  - D. Reproduction (100-103)
- III. Repositories: History, Organization, and Activities
  - A. United States—General (104-113)
  - B. United States—State and Local (114-132)
  - C. Canada (133-135)
  - D. Other Geographical Areas (136-183)
- IV. Preservation, Restoration, and Storage of Records and Historical Manuscripts
  - A. Preservation and Restoration (184-221)
  - B. Buildings and Storage Equipment (222-229)
- V. Appraisal and Disposition of Records and Historical Manuscripts (230-243)
- VI. Arrangement and Description of Records and Manuscripts
  - A. Principles and Techniques (244-246)
  - B. United States—General (247-270)

- C. United States—State and Local (271–302)
- D. Canada (303–308)
- E. Other Geographical Areas (309–348)
- VII. Use of Archives and Historical Manuscripts
  - A. Principles and Techniques (349–374)
  - B. Access (375–403)
  - C. Reproduction (404–413)
  - D. Automation (414–416)
- VIII. Historical Editing and Documentary Publication (417–425)
- IX. Training and Professional Development (426–438)

The following abbreviations have been used for frequently cited periodicals:

*AA*                *The American Archivist*  
*Prologue*       *Prologue: The Journal of the National Archives*

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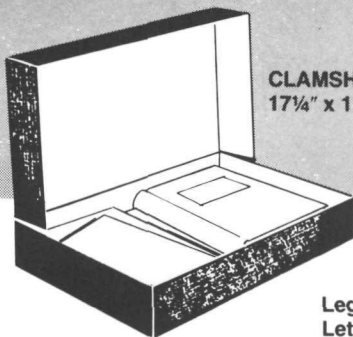
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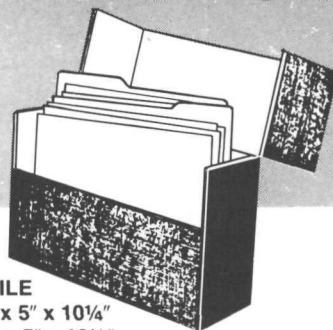
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**Photo Preservation Book Preview.** In the February 1979 issue of *Modern Photography*, there appears Henry Wilhelm's article on "Color Print Instability." This interestingly written piece features side by side comparisons of non-faded and faded color prints as produced by Kodak Ektacolor 74 RC; Kodak Ektachrome RC, Type 1993; Kodak Dye Transfer; and Cibachrome processes. In the article's text, Wilhelm discusses the phenomena that contribute to color print instability. An illustrative chart is included summarizing the fading one can expect in one year from natural light in the home on three types of commonly used color prints. Recommendations are also offered on the types of color print materials that collectors should select in order to secure more permanent color photographs.

The material presented in the article is adapted from the forthcoming book, *Preservation of Contemporary Photographic Materials*, by Klaus B. Hendriks and Henry Wilhelm, that is due to be published later this year. It is a work that will be eagerly awaited by all who are concerned about the preservation of the photographic record of today. Additional details about the new work can be obtained from Henry Wilhelm, East Street Gallery, 723 State Street, Box 775, Grinnell, Iowa 50112. Telephone: (515) 236-8081.

**Foxing in Paper.** G. G. Meynell and R. J. Newsam report on their studies of the cause of foxing, in *Nature*, Vol. 274, 3 August 1978. Beginning on p. 466, they discuss their conclusions on this common phenomenon that occurs in old books, papers, and prints. "Foxing," for the uninitiated, is those yellowish-brown patches that show up in what otherwise seem to be stable sheets of paper. Meynell and Newsam investigated the possibility that such patches are caused by a fungal infection. Using fluorescein microscopy and an ultraviolet lamp, they generally concluded that fungal infection does seem to be a significant contributor to foxing when the paper becomes sufficiently damp.

**Archival Products Catalog.** University Products, Inc., P.O. Box 101 (South Canal Street), Holyoke, MA 01040, telephone: (413) 532-4277, has recently issued its latest catalog of "archival quality materials." In its brief forward, David L. Magoon, president of University, pays tribute to "the many people whose ideas, expertise and critique have created the unique products offered. Among these are members of the staffs of the Library of Congress, The National Archives, The New England Document Conservation Center, and The Fogg Art Museum."

The 56-page catalog contains a variety of materials useful in conservation and storage of archival documentation. Perma/Dur paper is featured as being an acid-free paper with a "potential useful life of over 300 years." Acid-free mounting board, photographic mounting materials, a variety of storage materials such as polyester, film, etc., are included in the catalog's listing. A section of general

supplies is also included, along with some equipment for storage, display, and cataloging.

**Conservation Study Report.** In November 1978 the National Conservation Advisory Council (NCAC) published the *Report of the Study Committee on Libraries and Archives: National Needs in Libraries and Archives Conservation*. The report represents an effort to identify conservation problems that pertain to libraries and archives.

The NCAC was established in 1973 and serves as a "national forum for cooperation and planning among institutions and programs concerned with the conservation of cultural property in the United States." The current report is part of a series of studies which began in 1976. In the report's introduction, five major differences between libraries and archives and other cultural institutions such as museums are identified. The study also contains reference to the ironic fact that the growing awareness of conservation needs in libraries and archives is occurring at the end of an era of growth and support for research libraries.

The report concludes with the following recommendations:

- (1) Broadly acceptable criteria, techniques, and procedures for surveying, reporting, and describing the condition of library and archival collections are needed. The proposed national conservation institute, the national preservation program of the Library of Congress, or some other body, might formulate and publish guidelines for environmental and condition surveys for different purposes, such as scientific studies, budgeting, establishing priorities, or other conservation planning. Alternatively, such organizations might provide consulting assistance in designing surveys to individual institutions.
- (2) A considerable educational effort is required in the field of the conservation of library and archival materials. The highest priority should be to increase the awareness of librarians and archivists about various aspects of conserving the materials in their custody. The training of conservation administrators, who must be equipped to deal with organizational, administrative, and bibliographic control matters and at the same time administer the technical and craft aspects of an institution's conservation program, may become a specialty within library science or archives management requiring intensive courses in conservation. However, without a continuing supply of technically trained, dedicated professional conservators, there can be no advances in the present state of library and archives conservation. It is therefore essential and extremely urgent that one or more carefully designed, university-based training programs for conservators of library and archival materials, in addition to the existing internal programs at the Library of Congress and elsewhere, be developed.
- (3) The solution of library and archives conservation problems depends in large measure on laboratory research and other scientific support. While some of this vitally needed work is being carried on in existing laboratories, additional effort is needed. The proposed national conservation institute can contribute to the solution of library and archives problems by research in its own laboratories, if so established, or by sponsoring research at other specialized facilities. The effectiveness of the research effort will depend upon close liaison between conservators and scientists. The most urgent need is the development of mass preservation measures, but lesser problems should not be overlooked.
- (4) The encouragement of an adequate flow of sound and balanced conservation information for libraries and archives conservation is an urgent and useful task for the national preservation program of the Library of Congress, the proposed national conser-



vation institute, or other group. This might involve expansion and support of existing publications, the commissioning or development of carefully focused new publications and audiovisual packages, and the development and expansion of short courses for librarians, archivists, and conservators. This study committee recognizes that one of the key problems in generating appropriate literature is that informed people in the field have difficulty finding time or incentive to write and edit manuscripts. Fellowships of varying duration might be provided to meet the need in this area.

(5) It is recommended that regional or cooperative centers organized to serve the needs of libraries and archives be established as soon as suitably qualified personnel are available to staff and direct them and the availability of adequate support from constituents or clients can be demonstrated. However, because library and archives conservation is a new field in which there are few formal training programs, the NCAC Study Committee on Libraries and Archives is aware of the difficulty in obtaining qualified staff at the present time.

(6) The Library and Archives Study Committee, reflecting largely the orientation of the NCAC itself, has dealt almost exclusively with conservation of the physical materials themselves, rather than with the preservation of intellectual content in those materials through reproduction. Nevertheless, there are massive needs for the production, storage, and bibliographic control of microforms and other media for the preservation of the intellectual content of brittle books and manuscripts. It is recommended that the National Preservation Program of the Library of Congress, one of whose major concerns is the "brittle book" problem, be vigorously pursued.

(7) Standards of practice and professional qualifications for library and archives conservation practitioners should be developed by appropriate professional conservation organizations, as they are being developed at present for conservation of works of art on paper. The proposed national conservation institute should assist in the development of standards for conservation materials, environmental and storage conditions, and procedures for materials evaluation and testing.

Copies of the report are available from the National Conservation Advisory Council, A & I 2225, Smithsonian Institution, Washington, DC 20560.

**Microwave Ovens.** Belden Menkus has called attention to the use of microwave ovens in drying out paper records soaked by flood waters. In Kentucky, last December, state inheritance, sales, and income tax records became soaked by the flood waters of the Kentucky River. State Revenue Commissioner Maurice Carpenter found through experimentation with a microwave oven that they could dry a file folder of documents rather well in a minute and a half. To expedite the drying process, they bought ten microwave ovens for their "marathon bake-off."

## News Notes

THOMAS E. WEIR, JR., *Editor*  
F. L. EATON, *Assistant Editor*

Information for publication may be sent direct to the News Notes Editor, *The American Archivist*, National Archives Building, Washington, DC 20408; or to one of the following reporters: news of **State and Local Archives** to Richard J. Cox, Records Management Division, Department of Legislative Reference, City of Baltimore, MD 21202; news of **Religious Archives** to John W. V. Smith, Anderson College, School of Theology, Anderson, IN 46011; news of **Scientific and Technical Archives** to Arthur R. Abel, National Park Service, Edison National Historic Site, Main Street and Lakeside Avenue, West Orange, NJ 07052; news of **Business Archives** to Jim Babbitt, Bank of America Archives, PO Box 37000, San Francisco, CA 94137; news of **State and Regional Archival Associations** to Alice Vestal, Special Collections Department, Main Library, Room 610, University of Cincinnati, Cincinnati, OH 45221; and news of **Manuscript Repositories** to Peter J. Parker, Historical Society of Pennsylvania, Manuscripts Department, 1300 Locust Street, Philadelphia, PA 19107.

The editor of this department hopes that, in addition to providing the usual news, the descriptions of projects and programs in News Notes will serve as sources of ideas for readers and their institutions. The entries in this issue, under **Brooklyn Rediscovery** and the **Vanishing Georgia Heritage Photography Project**, serve as examples.

The **Society of Alabama Archivists** (SALA) held its annual meeting in December 1978 at the Liles Memorial Library in Anniston. In the morning session, papers by historians and archivists covered assistance to researchers. The two principal problems discussed were the quantity and quality of finding aids available to researchers, and the difficulty of reference work with researchers of varying levels of sophistication and preparation. In the

afternoon, Don Carlton, archivist and coordinator at the Houston Metropolitan Research Center, spoke on "Creative Approaches for Archival Programs." He emphasized the need to use aggressive promotional techniques to enlist the aid of the community and to create an interest in local history. Also important, he said, is inter-institutional cooperation necessary to create a comprehensive service for the researcher.

The **University of South Alabama** has recently opened a photographic archives documenting life in southern Alabama between 1876 and 1963. The collection consists of approximately 65,000 negatives from three commercial photographers.

The records of the Office of the Governor of Alaska, 1884–1958, have been transferred to the **Alaska State Archives** in accordance with the law signed by President Gerald R. Ford in 1974 authorizing this action at such time as the state could provide for their safekeeping “under professional archival direction.” The records, which document the territorial history of Alaska, had been stored since 1958 at the Federal Archives and Records Center, Seattle.

The **Library of the American Philosophical Society** reports that the project to edit the collected letters of Charles Darwin, with editorial offices in Cambridge, England; Bennington, Vermont; and at the APS Library, is well along in its project to transcribe and edit Darwin's letters and manuscripts. A calendar of Darwin's letters is also being prepared.

Another project, begun this year, is the preparation of a guide to the library's manuscript materials for the history of genetics. Directed by Bently Glass, professor emeritus of genetics, the State University of New York at Stony Brook, the project will help make the library's growing genetics collection more readily accessible.

A supplement to the library's *Guide to Manuscripts Relating to the American Indian*, by Daythal L. Kendall, should appear sometime in 1979. There have been 1,000 additional entries to the library's American Indian collections since the *Guide* was first published in 1965.

The **Archives of Appalachia**, at East Tennessee State University, opened its doors in September 1978. The primary purpose of the archives is to identify, collect, and preserve materials documenting the history of the Southern Appalachian region. The archives hopes to accession personal papers as well as organizational

records of regional labor organizations, businesses, craft cooperatives, artists colonies and guilds, and self-help societies. In addition to textual records, the archives has audio-visual and oral history collections and a separate Special Collections Section which collects printed material.

With support from the Bridgeport Area Foundation and the National Historical Publications and Records Commission, the **Bridgeport Public Library** has begun a project to preserve the records of the labor movement in the Bridgeport, Connecticut, area. The local AFL-CIO Council has joined in this effort.

**Brooklyn Rediscovery** is an inter-disciplinary, multi-media program created to explore and communicate the rich cultural history of one of America's major urban centers. Created by the Brooklyn Educational and Cultural Alliance (BECA), this local history program is supported by grants from the National Endowment for the Humanities, the Vincent Astor Foundation, and other donors. BECA is a consortium of ten major institutions centered in downtown Brooklyn. Its members are: Brooklyn Academy of Music, Brooklyn Botanic Garden, The Brooklyn Museum, Brooklyn Public Library, Long Island University's Brooklyn Center, Polytechnic Institute of New York, Pratt Institute, St. Francis College, St. Joseph's College, and the Long Island Historical Society.

The Brooklyn Rediscovery archives project is conducting an inventory of the archives and manuscript holdings of the ten BECA institutions. While arranging and describing these collections, archivists have uncovered many valuable and neglected materials. Brooklyn Rediscovery is preparing finding aids to make these resources available to the public.

In addition, Brooklyn Rediscovery is sponsoring a film series, seven booklets on Brooklyn history, eight original posters, a multi-disciplinary course taught cooperatively at the five BECA colleges, and a stage performance of an anthology of Brooklyn prose, poetry, and song. [ROBERT SINK, *Brooklyn Rediscovery*]

The **California State Archives** has, between March 1977 and the end of 1979, processed 3,200 cubic feet of records under the federal Public Works Employment Act, Title II Program. Commencing with eight positions, the program now includes nine additional positions to assist in archival processing, exhibits preparation, and educational outreach. It is projected that by the conclusion of the program on 30 June 1979, 4,500 cubic feet of records will have been processed, five new exhibits developed, and a high school studies series designed, all using archival documents to highlight current textbooks.

The archives has completed an inventory of the records (1861–1969) of the Public Utilities Commission. These records include annual reports, hearing transcripts, opinions, applications, tariffs, correspondence, blueprints, drawings, diagrams, photographs, and maps, and are especially valuable for the history of railroads in the state.

The Urban Archives Project at **California State University, Northridge**, has received a grant from the National Historical Publications and Records Commission to plan a community archives center to be located on campus. The project is attempting to locate historical materials created by Los Angeles area voluntary associations including labor unions, chambers of commerce, and ethnic organizations. The staff is also planning for a permanent center, expanded staff, and funding.

In October 1976 the **Colorado Center for Oral History** was established in the Western History Department of the Denver Public Library by a Library Services and Construction Act grant awarded by the Colorado State Library. Three needs that have dominated the focus of the center are: to inform library users of the availability of oral history throughout the state; to educate library and historical society personnel in the handling and development of oral history projects; and to assist library and historical society personnel in providing public access to existing oral history materials.

The center provides a central location for education about oral history and information about holdings of Colorado oral history projects. During the first year, the clearinghouse established a locator file of oral history projects and tape-recorded interviews; descriptions of the 120 projects were printed in *Colorado Oral History Projects, A Directory* which was distributed to libraries in Colorado.

To assist museum and library personnel in meeting patron needs, a computerized program for the oral history interview tapes is planned. The computerized listing will include the location of the tape, name of interviewee, name of interviewer, date of interview, length of interview, type of tape (cassette or reel-to-reel), and general subject of the interview. Using SPINDEX III, this listing will be printed and distributed to libraries throughout Colorado.

During 1978, the Colorado Center for Oral History began work on training those interested in oral history in the proper techniques for conducting oral history interviews and researching subjects and processing materials so that usable information is produced. Seven regional two-day workshops were scheduled in the seven public library systems in Colorado.

The Colorado Center for Oral History is unique; it is the first statewide oral history service center. The procedures developed by the center for keeping track of projects, avoiding duplication of efforts, educating interested practitioners, and providing access to oral history materials can serve as a model for other states and on a national scale. [NANCY WHISTLER, *Colorado Center for Oral History*]

The Commonwealth of Massachusetts Council on the Arts and Humanities recently awarded a grant to the **Danvers Archival Center** of Danvers, Massachusetts, to restore and conserve town records. Among the records to be worked on are those of the Danvers Board of Selectmen, 1752–1819, and the Danvers Overseers of the Poor, 1774–1819.

With a matching grant from the Iowa Humanities Board, Loras College in Du-

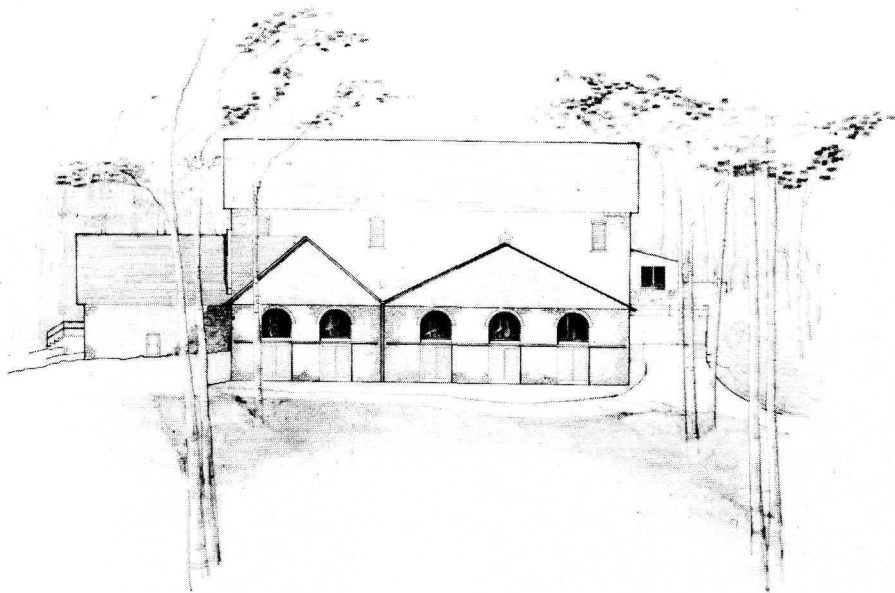
buque has established a **Research Center for Dubuque Area History**. Pasquale Di Pasquale, president of Loras College, served as host to the inaugural luncheon in November 1978.

In the fall of 1978, the Board of Trustees of the **Eleutherian Mills-Hagley Foundation** approved the first part of a three-phase development of the Soda House, a sodium nitrate storage facility built in 1880 and acquired last year. The first phase will provide 30,000 cubic feet of storage space for the manuscript holdings, now totalling ten million items, of the foundation's library. The Eleutherian Mills Library is a center for the study of the economic and industrial history of the mid-Atlantic states.

For eight years the library has had to rely on rented space for the storage of industrial archives. Earlier plans for the addition of a wing to the present library had to be rejected as too expensive. In order to provide for a functional, economical structure

compatible with the original building, plans call for a pre-engineered warehouse to be fitted into the existing L-shaped structure. Heating and mechanical units will be located in the Soda House and connected to Hagley's own energy source, the New Century Power House, a working hydroelectric plant. Phase one is to be completed in the fall of 1979. No schedule has been established for phases two and three, which will provide offices, a reading room, and an auditorium. (See illustration.)

The **Society of Georgia Archivists**, with a grant from the National Historical Publications and Records Commission, has produced an eighteen minute slide/sound presentation depicting the work of archival institutions in the state. Entitled *A Very Special Resource: Our Documentary Heritage*, the presentation is available for one week loans or can be purchased at cost. For a descriptive brochure, write to SGA Slide/Sound Presentation, Society of Georgia Archivists,



*Soda House, Hagley Museum. The three doors on the right represent new construction for library storage. The existing structure was built in 1880 by the Du Pont Company, for sodium nitrate storage. [Photo courtesy of the Hagley Museum, Greenville, Wilmington, Delaware]*

Box 261, Georgia State University, Atlanta, GA 30303.

The **Vanishing Georgia Heritage Photography Project**, supported by a National Endowment for the Humanities grant and administered by the Georgia Department of Archives and History, has begun its second year of work. Under this pilot project, Georgia pictures of historical interest are being rephotographed. Archives personnel drive a mobile photograph laboratory to counties throughout the state. County residents provide pictures, the best of which are reproduced on the spot and returned immediately to their owners. The negatives are preserved in the controlled environment of the archives and are reproduced for the public. As a model for similar projects in other states, the project has developed working examples of appropriate field equipment, ways of cooperation with local historical societies, methods for cataloging and preserving photographic negatives, and of a system of reference services. In the first year of matching funding from the NEH and the state of Georgia, 4,000 negatives have been made in twenty-one counties.

The **National Coordinating Committee for the Promotion of History** has released a survey of training programs in "public history." These programs intend to prepare people with historical training to serve in non-teaching positions. Twenty-eight of these programs include archival training. Information about the committee and its functions is available from the NCC Administrative Office, 400 A Street, SE., Washington, DC 20003.

After two and a half years, the **Illinois State Archives** resumed publication, with the fall 1978 issue, of *For the Record: The Newsletter of the Illinois State Archives*. The first new issue contained an article on the recently published comprehensive guide to the state archives, one on the progress of the extensive project for the description of state legislative records, and one on the status of the Illinois Regional Archives Depository System.

The **Jankola Library and Slovak Archives Center**, Danville, Pennsylvania, has begun a survey of materials relating to dramatic productions, amateur theatricals, skits, choral programs, and cultural activities among Slovak groups in America.

The **Kansas City Federal Archives and Records Center** will be publishing the proceedings of the Symposium on Practical Approaches to Records Preservation, sponsored by the records center, Drake University, Iowa Local Historical and Museum Association, and the Iowa Historical Materials Preservation Society. The symposium, held 20-21 October 1978, consisted of sessions on the selection and preservation of photographs, conservation centers, and in-house conservation techniques. Inquiries should be addressed to Alan F. Perry, Federal Archives and Records Center, 2306 East Bannister Road, Kansas City, MO 64131.

The **Lake Ontario Archives Conference** is a new informal organization of archivists, founded to serve upstate New York and southeastern Canada. It has no formal membership, but holds annual meetings and other activities. For further information, write: Bruce Dearstyne, LOAC Planning Committee, New York State Archives, Cultural Education Center, Albany, NY 12230.

The January 1979 issue of *Library and Archives News*, of the **Leo Baeck Institute**, contains an article about institute collections that include Einstein correspondence, and another article analyzing the institute's collections that are of value to music historians.

The preservation program of the **Library of Congress** was recently studied by its planning office. According to a Library report, "Participants agreed that the Library should expand its role of informing, advising, and sharing with other institutions the experience it has gained in this area."

The Library has recently published on microfilm three large collections of manu-



scripts. The Carter G. Woodson Collection of Negro Papers and Related Documents consists of ten rolls of 35mm. microfilm. The collection (1830–1927) was assembled by Woodson while he was editor of the *Journal of Negro History*.

The second collection is that of the Thomas Henry Carter Papers (1883–1917). The papers of Carter, lawyer and Senator from Montana, consist chiefly of his letters, speeches, and writings, with general and family correspondence accounting for more than half the collection.

The William Short Papers (1778–1858) are on thirty-two rolls of film. Short had extensive diplomatic service in the 1780s and 1790s serving in Paris, The Hague, Madrid, and on other European missions.

The Library of Congress has prepared several free pamphlets relating to the recent changes in the copyright law: *Copyright Statute: Highlights of the New Copyright Law* (Circular R 99); *Reproductions of Copyrighted Works by Educators and Librarians* (Circular R 21); Copyright of Pictorial Work (in preparation); and Copyright of Computer Programs (in preparation). These pamphlets are available from: Copyright Office, Library of Congress, Washington, DC 20559.

The **Louisiana State Museum**, with the assistance of the Smithsonian Institution, conceived, designed, and presented an exhibit entitled *Played with Immense Success*. The exhibit featured one hundred instruments and other artifacts, as well as over three hundred musical compositions written or published in the state.

The state of Louisiana's Committee on Records Maintenance and Storage has submitted to the **Louisiana Supreme Court** recommendations for a comprehensive judicial records management program for Louisiana. The program as planned will include both archival and records management functions. The preliminary step, a survey of extant records, is underway. The state archives, in cooperation with members of the Friends of the Archives and other interested citizens, is surveying parish courthouses. When the survey is com-

pleted, steps can be taken to preserve the records and make them available for research.

The second part of the plan calls for the establishment of a retention schedule for modern records. All non-permanent records would be stored in microfilm copies, with paper copies retained for archival materials only.

The October 1978 *Newsletter* of the **Midwest Archives Conference** contained a detailed article by James W. Williams on Indiana's recent privacy law and its impact on archives. The January 1979 issue contained an article on the archival laws of South Dakota. The *MAC Newsletter* contains a regular series of articles on legal problems in the archives profession.

A recent report on archival storage facilities in **Minnesota** revealed severe shortages of space in several repositories. The report is the result of a study, begun at the request of former Governor Rudy Perpich, of the storage facilities of the Minnesota Historical Society and its eight regional repositories, the University of Minnesota, the Iron Range Research Center, the Minneapolis Municipal Archives, the six state universities, and the records centers of the state and of Hennepin and Ramsey counties. The study cites problems at the University of Minnesota, the state records center, the Minneapolis Municipal Archives, and at the MHS regional repositories because of their efforts to preserve local public records. In addition to the present shortages, additional space will be needed by 1984 in the MHS itself. The report encourages good records management practices and the microfilming of collections to reduce bulk; the report recommends also that the institutions and agencies concerned consider sharing an off-site facility for a conservation laboratory and for the storage of master microfilm negatives. The report suggests also the further study of a proposal to incorporate the Iron Range Research Center into the society's regional research center network.

Key documents and artifacts relating to Minnesota's complicated quest for state-

hood are now on exhibit in two environmentally controlled display cases installed in the rotunda of the state capitol by the exhibits staff of the MHS. The complexity of the story is nearly matched by the complexity of the display cases. The cases have temperature and humidity controls, automatic smoke and fire alarms, fire extinguishers, and air filters. A central computer monitors the environmental devices and reports any variations from a constant 70°/50 percent temperature/humidity environment.

After the November 1978 elections, a staff member of MHS made a trip to Washington to assure that those congressmen not returning to office had made appropriate plans for the disposition of their papers, and to attempt to persuade incoming members to make plans for theirs as soon as they could. The MHS is also attempting to arrange for the disposition of the papers of Justice Blackmun, Chief Justice Burger, and other Minnesotans in Washington, including Vice President Mondale. The Washington trip was a continuation of a program begun twenty-five years ago to gather the records of contemporary Minnesota public officials.

The **Society of Mississippi Archivists** has begun publication of a newsletter called *The Primary Source*. The first issue includes messages from the president and executive director and notes of archival accessions at universities, colleges, churches, and local historical organizations in Mississippi.

The Special Collections Department of **Montana State University**, in Bozeman, has moved into new, more accessible quarters in the Roland Renne Library. The new quarters will permit the department to work toward becoming a center for the study of both local Montana history and the history of the Yellowstone Park area.

The **Resources of American Music Project** is seeking to identify all repositories with pre-1940 music-related materials. The project director would appreciate information on such collections. Write to: D. D. W. Krummel, Resources of American

Music Project, 3140 Music Building, University of Illinois, Urbana, IL 61801.

The 3 March 1979 issue of *The Nation* magazine has two short articles (pp. 253-54) of interest to archivists. One, by Nat Hentoff, describes the so far unsuccessful attempts to assure the preservation of visual as well as audio copies of music performances. Many jazz performances were recorded on video-tape, but in most cases only a sound recording remains. The second article describes the facilities and services of the Museum of Broadcasting, in New York City, founded in 1976 to preserve selected broadcasts of historical interest.

The Gerald R. Ford Library, to become part of the presidential library system of the **National Archives and Records Service**, will be constructed next to the Bentley Historical Library on the north campus of the University of Michigan. The two-level building of 41,000 square feet will be completed by the fall of 1980. In addition to Ford's presidential and pre-presidential papers, the library will have 400,000 still pictures, 700,000 running feet of film, and several thousand hours of audio and video tapes. The building will have stack areas, an auditorium, a special events area, conference rooms, and an office for former President Ford.

To help emphasize the concern of the **National Endowment for the Humanities** for the costs and problems of conservation faced by American research libraries, NEH chairman John Duffey presided over the disbinding of a rare book in the Newberry Library. The manuscript of the fifteenth-century Flemish *Miroir de la vie humaine* was bound during the nineteenth century in a manner that caused the leaves to wrinkle, thereby threatening the book's illuminations. The Newberry Library's chief conservationist, Gary Frost, cut the bindings while press photographers and television news cameras covered the event.

A new museum with an architectural design of interest to archivists is being built in



Nebraska. The **Nebraska Heritage Center**, to be built on the state capitol grounds, will be 80 percent below ground. Skylights will provide natural lighting where possible and the structure will take advantage of the constant temperature of the soil below ground (54°F. at 30 feet) to reduce heating and cooling costs and to facilitate the maintenance of a stable temperature and humidity.

The **New England Document Conservation Center** has established a service to provide microfilming of high technical quality to meet the special needs for manuscript collections and archives. Some of the first projects completed include test filming of the W. E. B. Dubois papers; filming of Northfield, Massachusetts, town records; records of Maine churches; and four volumes of the *Bourne Pioneer*. A grant from the National Historical Publications and Records Commission enabled NEDCC to staff and equip the new facility, with the expectation that the service would become self-supporting during 1979.

George M. Cunha, director emeritus of the New England Document Conservation Center, authenticated parchment originals of the Bill of Rights, the Eleventh Amendment, and an engraved copy of the Declaration of Independence, all discovered in a vault in the **New Hampshire** statehouse. The first two documents were among the originals sent to the states in 1789 and 1793; the copy of the Declaration is a Stone facsimile made during President John Quincy Adams's administration. The documents are being restored to be displayed in the statehouse.

In April 1978 an informal gathering of members of the **Northwest Archivists** discussed the future of their organization. Beginning with the 1979 annual meeting, the organization will attempt to plan its meetings to coincide with those of either the Pacific Northwest History Conference or the Pacific Northwest Labor History Association. Each annual meeting will have workshops on arrangement and description, photographic records, and conservation.

Special workshops will be arranged to meet the demand for information on collecting and collection development, oral history, cartographic records, architectural drawings, ephemerals, scrapbooks/clippings, subject access, or other fields.

The Indian Archives of the **Oklahoma Historical Society** has been given twenty-one volumes of early Choctaw and Chickasaw land records by an Oklahoma City book dealer. These original records disappeared into private hands shortly after Oklahoma became a state. The book dealer said he bought the books from a person who obtained them under mysterious circumstances "from someone he said he had never seen before or since."

In Washington, D.C., the **Performing Arts Library of the Library of Congress and the Kennedy Center** has been sponsored jointly by the Library of Congress and the John F. Kennedy Center for the Performing Arts. The library will bring together the center's archival and program resources and the specialized reference staff of the Library of Congress. The new facility will have research, reference, and referral functions, and will provide service on the Kennedy Center archival material.

The **Rhode Island Historical Society** is presenting an exhibit entitled *The Lay of the Land*. The exhibit will cover the historical geography of Rhode Island from colonial times. Another society exhibit is "Working Women, 1880-1925," consisting of forty-eight photographs. The second exhibit was presented as a result of the interest demonstrated at the society's annual forum.

The **Stanford University Library** has had a successful experience with the freeze drying of water-damaged paper. In the fall of 1978, a leak in a water pipe in the library soaked 40,000 rare books. Immediately after the damage, the Modern Ice and Storage Company froze the books by conventional means and held them until further plans were made. A load of 4,300 books was moved to the Lockheed Missile and Space Company and was placed in a

space simulation chamber where freeze drying removed 1,800 pounds of water. After the process was completed, the Stanford librarian pronounced the books, some over three hundred years old, to be in remarkably good condition.

The **Genealogical Society of Utah** will sponsor the 1980 World Conference on Records, in Salt Lake City. The theme of the conference will be "Preserving Our Heritage," with special emphasis being given to family history and genealogy. More than 400 seminars will deal with the topics of genealogy, demography, and heraldry. International exhibits will complement the theme of the conference.

Plans for a statewide regional depository system are gradually being implemented by the **Washington State Archives**. For several years a prototype depository has been operational at Western Washington University. Now that the concept has been thoroughly tested, the system will be formally established during the coming months (assuming approval of the funding by the state legislature). There will be regional depositories located at Western, Central, and Eastern Washington universities, with a fourth regional operation attached to the main facility of the state archives in Olympia. They will serve the needs of local public agencies in the area of records management and as regional archival repositories and research centers.

In recent months the Archives has been involved in disputes involving the security, disposition, and disclosure of public records. In one instance, the mayor of one of Washington's larger cities donated the records of his office to a local community college with a ten-year seal on them. Both the donation and the seal are contrary to state law, but with pressure from the archives the records were returned to a proper repository and made available for public scrutiny.

In another case, child-support complaint referrals (to the effect that payments were not being made) were shredded by an office of the state. After an investigation, the responsible official was dismissed from his

position and charges may be pressed.

These are not isolated cases. Throughout the state, records which might otherwise have been discarded or otherwise mishandled are now being preserved, reflecting the strength of an enforceable public records law. In Washington the law is executed by the State Records Committee and the Local Records Committee, both of which include the state archivist and representatives of the state attorney general and the state auditor. This arrangement, according to an official state government release, gives the state archives the clout necessary to ensure that public records are properly handled.

In a new share-the-expertise program initiated by the **State Historical Society of Wisconsin** and the **Wisconsin Council for Local History**, two workshops are being conducted at selected area research centers throughout the state, for members of local societies and museums affiliated with the State Historical Society. A photography workshop emphasizes photographic history, principles of picture organization, administration of small collections, preservation, storage, and exhibition. An oral history workshop covers the use of equipment, interview preparation, preservation of and access to tapes, and project evaluation.

The Department of Manuscripts and Archives of the **Yale University Library** has just completed the first six months of an eighteen-month filming and preservation project funded last spring by the National Endowment for the Humanities. The program dealt with the problems of storing, servicing, cataloging, and preserving approximately 6,000 architectural drawings of Yale buildings. After they have been preserved, the drawings are filmed and the film is mounted on aperture cards which are then key punched, thus producing an easily updated computer printout index. This project will permit Yale to develop data that will allow others to make more accurate estimates of the time and costs of conservation work, and provide alternate methods for using architectural drawings.

## RELIGIOUS ARCHIVES

**Catholic.** A new publication, *Catholic Archives Newsletter*, appeared in January 1979. It contains brief articles and notes on issues of interest to archivists of Catholic organizations, and it will appear twice a year. To subscribe (\$2 a year), write J. M. O'Toole, Editor, *Catholic Archives Newsletter*, Archives, Archdiocese of Boston, 2121 Commonwealth Avenue, Brighton, MA 02135.

The Diocesan Archives of Arlington, Virginia, founded in 1975, now has approximately 200 linear feet of records under control. The archives accessions records from the chancery, from parishes, and from other organizations within the diocese, and is supported with funds raised through the bishop's Lenten Appeal.

**Lutheran.** In February 1979, the Concordia Historical Institute of the Lutheran Church—Missouri Synod dedicated a new

wing of its building. The new wing contains an exhibition hall and two stack floors with room for three additional floors as funding permits. In a fund-raising campaign to equip the new wing, the institute has issued a *Wanted* list. The list enumerates all the items of furnishings needed by the institute and gives the cost. Donors are asked to give money to purchase specific items from the list of desiderata.

**Methodist.** The plan to transfer the national archives of the United Methodist Church to the campus of Drew University, Madison, New Jersey, received final approval in November 1978 from the church's Council on Finance and Administration. The council's decision included an appropriation of funds and confirmed an earlier decision by the church's Commission on Archives and History. The transfer will take place in 1981.

## BUSINESS ARCHIVES: THE BASICS AND BEYOND

November 5-9, 1979

Bank of America, San Francisco

A two-part workshop designed for any person interested or involved in business archives or institutional records.

**Basic Archival Procedures**, November 5-7. This 3-day course will offer lectures, discussions, case studies and practica on such subjects as starting an archives, appraisal, arrangement, description, and more. Tours of local business archives included. Cost: \$150.

**Selected Topics in Business Archives**, November 8-9. Topics of special interest to business archivists will be discussed in this 2-day course. Cost: \$75.

**Interested persons may also register for the entire 5-day workshop. Cost: \$200.**

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# The Society of American Archivists

ANN MORGAN CAMPBELL, *Editor*

## 1978 Annual Business Meeting

President Walter Rundell, Jr., called the 4 October 1978 annual business meeting to order in the Hyatt Regency Hotel, Nashville, at 5:30 P.M. The agenda, distributed in advance of the meeting, was approved. Alpha Brown served as parliamentarian for the meeting.

A committee composed of Patricia Bartkowski, Samuel A. Sizer, and Mary Ann Bamberger, chairwoman, had approved in advance, on behalf of the membership, the minutes of the 1977 business meeting. Greg Lennes, Archie Motley, and Patrick Quinn were appointed as a committee to review and approve the minutes of the 1978 meeting prior to their publication in *The American Archivist*. Patrick Quinn will chair the committee.

John M. Kinney, chairman of the 1978 Nominating Committee, gave the report of the Society's election. The candidates elected were: Vice President Maynard J. Brichford, University of Illinois-Urbana; Treasurer Mary Lynn McCree, University of Illinois-Chicago Circle; and Council members Shonnie Finnegan, State University of New York-Buffalo, and Paul McCarthy, Jr., University of Alaska. Elected to the Nominating Committee were David Horn, DePauw University; Eleanor McKay, Memphis State University; and J. D. Porter, Oregon State Archives.

Executive Director Ann Morgan Campbell and Treasurer Mary Lynn McCree gave the reports of their respective offices. Richard Marcus, chairman of the Auditing Committee, reported that the accounts of the Society were found to be in order. He also commended the staff of the headquarters office for their diligence in creating and maintaining an efficient accounting system for the Society. Edward Weldon's motion that the meeting accept the reports of the Treasurer and the Auditing Committee was seconded and passed.

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Material for this department should be sent to the Executive Director, Society of American Archivists, Suite 810, 330 S. Wells Street, Chicago, IL 60606.

President Rundell announced that there was no unfinished business.

Vice President Hugh A. Taylor reported that the Council recommended the adoption of an associate dues category for foreign members. The proposal follows:

Archivists residing outside the United States, whose primary allegiance is to their own national archival organizations, are eligible for a special SAA associate membership at the rate of \$30.00 per year.

On a motion by Mr. Taylor, seconded by C.F.W. Coker, the membership voted to accept the proposal.

The Council also recommended the following revision in the report of the Committee on Committees (July 1978 *SAA Newsletter*).

The composition of the Professional Standards Committee should be altered so that the five members are the most recent living past presidents. The chair should pass annually to the immediate past president. The major responsibilities of the committee should be rewritten to include (a) monitoring the constitution, (b) reviewing issues related to professional ethics, and (c) selecting Fellows. The President of the Society serves as *ex officio* member of the Committee.

Mr. Taylor moved that the membership accept the report of the Committee on Committees as revised. The motion, seconded by Eleanor McKay, passed.

#### REPORT OF THE COMMITTEE ON COMMITTEES

The Committee on Committees recommends a tripartite organization of (1) professional affinity groups, (2) task forces, and (3) standing committees. This arrangement provides the Society with the flexibility to recognize the various ways the Society serves its members, and the accountability to exercise responsible leadership.

**PROFESSIONAL AFFINITY GROUPS (PAG):** The establishment of such groups based on institutional affiliation and/or functional responsibility provides members with the ability to meet and work with others of similar backgrounds and interests. Membership in these groups would be voluntary and self-selective, and a person could be a member of two groups. Persons would choose their groups at the time of the payment of their annual dues. The PAGs identified by archival function or institutional affiliation and based on a review of the present committee structure include:

1. College and University Archives
2. Business Archives
3. Religious Archives
4. Public Records
5. Aural and Graphic Records
6. Acquisition (both public records and manuscripts)
7. Contemporary Theme Collections (e.g. labor, urban, ethnic)
8. Description of Records and Manuscripts
9. Preservation Methods
10. Reference, Access, and Outreach

New PAGs could be created on the petition of fifty members of the Society and the consent of Council. Existing ones would be eliminated when membership falls below fifty members. The President, with the advice and consent of the Council, should appoint a convenor for each PAG; the convenor's major responsibility would be to serve as temporary chair to the group until a chair and vice chair are elected. Chairs and vice chairs would serve for two years and be eligible for not more than a second term in the same office.

Time would be provided at the annual meeting for the PAGs to meet, and the SAA national office would coordinate the publication of a newsletter for those PAGs interested in publicizing their activities. The chairs should meet at least once a year with the SAA officers

and Council. Further, to coordinate activities and minimize unnecessary duplication of effort, a Council member or officer should be assigned liaison with each of the PAGs. The Vice President should have the primary responsibility for overseeing Council/officer liaison with the PAGs.

**TASK FORCES:** As the need arises, the Society should create task forces to address specific issues or questions. Task forces would be created and chairs appointed by the President with the advice and consent of Council. Members of the task force would be appointed by the President in consultation with the task force chair. The President would also appoint a member of Council to the task force *ex officio* who would keep the Council informed of the task force's work and vice versa. Task forces would receive a written charge, a date to present written findings or recommendations, and a budget to cover necessary expenses. Some present committees serve task force functions and need to be continued. The impetus for creating a task force can come from one of the PAGs, the officers and Council, or a group of concerned archivists. Only those task forces actually created by the President and Council, however, would receive a budget and be required to file an official report with the Council. Task forces recommended include:

1. Education and Professional Development
2. Institution Accreditation
3. International Federation of Archival Societies (to develop a federation of various national archival associations)
4. Committee Reorganization

**STANDING AND JOINT COMMITTEES:** These committees are necessary for the regular conduct of the Society's affairs or for representation on inter-association committees with allied professions. Chairs of these committees should be appointed in consultation with the Council and members of committees appointed by the President in consultation with the chairs. Written policy and procedural guidelines including committee purpose, selection, size, length of term, duties, and responsibilities should be developed for each of the standing committees. Chairs of standing committees should be in frequent contact with the President and Council and should present a written report on the committees' work annually to the President and Council. The following committees should exist:

1. Audit
2. Awards
3. Local Arrangements
4. Nominations
5. Professional Standards
6. Program
7. Regional Archival Activity
8. Status of Women
9. Joint AHA/OAH/SAA
10. Joint ALA/SAA
11. Joint ARMA/SAA

In addition to these general organization changes, the committee recommends specific additional action:

1. A brief questionnaire should be designed to gather information on the interests and expertise of the membership at the time of the assessment of annual dues. Members would indicate on the form their Professional Affinity Group choice, their willingness to serve on task forces, their educational background, research interest, functional responsibilities, and interests. This information would be used by the President in selecting chairs, members of committees, and task forces. Information on PAG or member interest might be coded into the SAA Membership Directory for the convenience of members wishing to contact others of similar interest or expertise.
2. The composition of the Professional Standards Committee should be altered so



that the five members are the most recent living past presidents. The chair should pass annually to the immediate past president. The major responsibilities of the committee should be rewritten to include (a) monitoring the constitution, (b) reviewing issues related to professional ethics, and (c) selecting Fellows. The President of the Society serves as *ex officio* member of the committee.

3. The Committee on Regional Archival Activity should be reconstituted as a committee composed of elected representatives of the regionals, broadly defined. Such a regional group may be a state or local organization, but it would have to have a minimum membership of fifty. The primary function of this committee would be to facilitate information exchange among the regionals and between the regionals and SAA.

Although implementation details have not been presented here, the committee is working on a number of issues that should facilitate the process, including:

1. Descriptions of each of the Professional Affinity Groups.
2. Guidelines for standing committees.
3. A general information questionnaire.
4. Constitutional changes necessitated by the recommendations.

Eleanor McKay, chairwoman of the Committee on the Status of Women, presented four motions on behalf of the committee. The first motion follows:

We move that the membership in conference assembled support the ratification of the Equal Rights Amendment.

After the motion was seconded, Irene Cortinovis spoke in favor of the motion on behalf of the Women's Caucus. Considerable discussion followed, which included debate on the propriety of SAA taking a stand on an issue such as ERA. Sue Chamberlain presented a motion, which was defeated, that the issue be decided by a mail ballot. The question was called, and the membership voted to support the ratification of the Equal Rights Amendment.

A second motion was presented by Eleanor McKay:

We move that the membership in conference assembled support the extension resolution on the ERA currently in the U.S. Congress.

The motion passed.

The third motion introduced by Eleanor McKay follows:

The membership in conference assembled recommend to Council that from 1980 until the proposed amendment to the Constitution regarding equal rights is resolved, only states which have ratified the Equal Rights Amendment be selected as sites for the Society's annual meeting.

Extensive debate on the motion followed. During the debate, it was moved and seconded that further discussion of the motion be postponed until an adjourned business meeting after the Friday brunch. The motion to postpone discussion was defeated. By voice vote, further debate of the question was discontinued. The third McKay motion passed.

The final motion presented by Eleanor McKay follows:

We move that the membership in conference assembled direct the executive director to notify tonight by telegram Senator Birch Bayh of the membership's position in favor of the principle and implementation of the Equal Rights Amendment.

The motion passed.

A motion was made from the floor by Debra Bernhardt that such a telegram also be sent to Senator Howard Baker. The motion passed.

President Rundell introduced Frederick Honhart, who proposed the adoption of a student registration fee for the Society's annual meetings. The following motion was made and seconded:

Be it resolved that henceforth a student registration fee for the annual meeting of the Society shall be established. Second, be it further resolved that such a fee shall be \$10. Third, that this resolution be acted upon with all due speed by Council, and that the above fee structure be implemented in time for the 1979 annual meeting of the Society of American Archivists.

Discussion of the motion included the reading of a letter to the SAA membership from Martin McLaughlin, president of the Michigan Archival Association, supporting the concept of reduced registration rates for students at professional meetings.

Miriam Crawford offered an amendment to the motion that the reduced registration fee be inaugurated on a trial basis for a period of two years. The amendment was accepted by Frederick Honhart. The membership approved the amended motion.

There being no further business, the meeting was adjourned.

President Hugh A. Taylor called the 6 October 1978 special business meeting to order in the Hyatt Regency Hotel, Nashville, Tennessee, at 12 noon.

The following resolution was introduced by J. Frank Cook:

Resolved that the Council be asked to consider Richmond, Virginia, as the site of the annual meeting selected next after the resolution of the current Equal Rights Amendment.

Mr. Cook's resolution was seconded, but it failed to pass.

The meeting was adjourned at 12:10 P.M.

# The President's Page

## The "Cloistered" Archivist

HUGH A. TAYLOR

RICHARD DE BURY, THE BENEDICTINE MONK who in 1333 became bishop of Durham, developed a passion for collecting what we would today term *literary MSS*. He has left us his *Philobiblon*, on the love of books, which is not only a classic text for bibliophiles but is also the perfect *apologia* and manual for the acquisitive archivist for whom the ends of scholarship justify (within reason) the means of procurement! Those who cared for libraries such as de Bury assembled, and their brothers who looked after the documents of land title and administration, could, I suppose, be called the original "cloistered" archivists who served their religious communities and the occasional important visitor.

De Bury displayed many of the characteristics of what we would call humanism, characteristics which were to receive further emphasis as a result of Gutenberg's invention. Printed editions of the *Philobiblon* became "best sellers" in the sixteenth-century world of the classical humanist, which appeared to be filled with desirable artifacts that could be copied, improved upon, translated into fine art, transplanted, fragmented, framed, housed, and finally anchored within a perspective of continuous space which receded toward a vanishing point. The sixteenth-century viewer was always on the outside looking in, a detached spectator, in contrast to the total immersion of the viewer in the early medieval world and in tribal society. Nature itself became the ultimate artifact, the most stubborn and challenging of all to be mastered and contained by man. Classical humanism, and the egocentric individualism that went with it, sought, with the intensity of a Michelangelo or with the gentle determination of an Erasmus, to dominate and exploit men and materials.

It was classical humanism that gave rise to the inspired eclecticism of the great libraries, the galleries and the cabinets of manuscripts of wealthy private collectors; this humanism was nothing if not acquisitive.

In the course of time, this aspect of humanism (which often degenerated into the visible expression of power through wealth) became institutionalized as the great collectors presented or sold their collections to museums, galleries, libraries, and archives. Archivists and manuscript curators fell heir to material gathered by

the collectors from a multiplicity of sources and, since we also are acquisitive by nature and training, we have derived vicarious pleasure from triumphs on behalf of our sometimes wealthy and influential institutions.

To our credit, we have extended our field beyond what could be described as "collectors' items," we have established (more or less) rational collecting policies, we are learning to live with our neighbors by resolving local problems and keeping within our declared fields of endeavor. Thousands of feet of material have been saved that would otherwise have been lost, and, as we survey our neatly arranged shelves, we are rightly elated by our successes.

We should, however, realize that this spirit of acquisitiveness, when coupled with the old centralizing forces that for very good reasons once dominated industrial society, has resulted in local records and manuscripts being wrenched from their social context and the environment that influenced their creation. They have become institutionalized and now rest cheek-by-jowl with other "displaced" heritage. At one time there was usually no alternative to centralization if these collections were to have proper treatment and custody. For the future, however, a new pattern of care is beginning to emerge in a revival of the "cloistered" archivist.

The heritage movement, which began with the presentation of national historic monuments and has since spread to locally significant domestic architecture and even industrial archaeology, now embraces whole communities and areas of cities. A fierce sense of pride in the local environment and its roots seeks to retain evidence of the past in the place where it was created to be enjoyed in its natural setting.

Until recently, records and manuscripts were not seen to fall within this field and their very portability has often encouraged their removal to a repository elsewhere. The realization that archival material should take its place as the inalienable birthright of a community is now capturing the imagination of local museums and historical societies as never before. They, and other institutions, such as business and the larger service organizations, are employing as staff or welcoming as volunteers the new "cloistered" archivists, who, alone and with very slender resources, preserve and process the archives in their care.

I realize that there is nothing entirely new about this. The churches have, of course, maintained a continuous tradition of small repositories which have been well served by the Religious Archives Committee of our Society. Also the American Association for State and Local History has provided assistance in a number of ways. However, there is every indication that the number of these archivists is now burgeoning, sometimes with assistance from public funds and foundations. Universities are planning joint qualifications for archivists, requiring some archival training combined with skills in other fields so necessary in small institutions. We must continue to be vigilant about the conditions and standards of archival education provided in archival training courses, but we must recognize that these archivists may in some cases have to fill several roles. While we recognize miracles achieved on shoestrings, there may also be times when we will have to say gently but frankly that the conditions under which the archives themselves are being kept are professionally unacceptable. Some of the collections may be so large that an arrangement with another repository more blessed with resources may be the only alternative, at least for the time being.

It seems likely that more and more of our documentary inheritance will be studied where it was created or originally received, as scholars and, in particular, local historians and history teachers come to appreciate the nuances of place and scale which illumine the written and pictorial record. Of course, there are advantages in having all sources for study available in one place, but phototechnology and automation will increasingly provide us with those "archives without walls" (to adopt André Malraux's phrase) for those who wish, or are obliged, to study in this way.

Meanwhile we salute our colleagues in what may appear to them as the lonely outposts of archival activity. The regional archival associations have already played an outstanding supportive role. We, as a Society, will continue to support you with advice and, eventually, the provision of teaching materials for locally sponsored basic workshops. In spite of the problems, however, I am sure you will agree that there are times when the cloisters have their distinct advantages!

#### APOLOGY

For the past two years, the name of LEWIS J. DARTER, JR., has been omitted from the list of Fellows of the Society in the January issue. In 1978, a typographical error changed his name to Carter, and when that name was checked against the membership directory for the 1979 list, of course it was dropped. Our apologies to one of the founders of the Society.

# Index to Advertisers

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## THE AMERICAN ARCHIVIST: EDITORIAL POLICY

*The American Archivist* is the quarterly journal of the Society of American Archivists. In its articles it seeks to reflect the thinking of archivists about trends and major issues in archival philosophy and theory and about the evolution of the archival profession in North America. Its departments are intended to document developments and events relating to archival practice here and abroad.

Society members and those who share the professional interests of the Society are invited to submit manuscripts for consideration. For publication as full length articles, analytical and critical expositions based on original research about subjects of broad interest are preferred. Accounts of innovative methods or techniques are appropriate for the "Shorter Features" department. Suggestions for submissions to "News Notes" appear under the department heading. Illustrations are welcome and encouraged in all parts of the journal.

Letters to the editor are welcome when they include pertinent and constructive comments or criticisms of materials recently published in *The American Archivist* or observations on other topics of interest to the profession. They should not exceed 400 words. They will be printed in "The Forum" with minimal editing. Book reviews will also be printed as received, with minimal editing primarily to conform to our style manual.

### Procedures

Manuscripts received by the editor are submitted (without the author's name) to qualified readers for objective appraisal. Upon receiving the readers' reports, the editor informs the author whether the article is accepted, rejected, or returned with suggestions for revision. An edited copy of an accepted manuscript will be sent to the author. Authors who object to any of the editing should notify the editor promptly. One set of galley proofs will be sent to the author for correction of printer's errors only. No changes in the text will be made on galleys, except those changes already in the edited manuscript.

Ten tear-sheets of each paper published will be provided to the author without charge. Additional reprints may be ordered with a form sent to the author with his galley proofs.

### Manuscript Requirements

Manuscripts should be submitted in English, typed double-space throughout (including footnotes at the end of the text) on white bond paper 8½ by 11 inches in size. All pages should be numbered. *The author's name and address should appear only on the title page, which should be separate from the main text of the manuscript.* Full length articles should not exceed 5,000 words; those submitted to "Shorter Features" should not exceed 1,000 words.

Photographs should be 8 by 10 inch glossy prints. Other illustrations should be professionally drawn to a scale about twice the size of the final copy to be printed. Illustrations furnished by authors will be returned to them on request.

Editors of *The American Archivist* use the University of Chicago *Manual of Style*, 12th edition, as the standard for style, including footnote format, and *Webster's New International Dictionary of the English Language*, 3d edition (G. & C. Merriam Co.) for spelling and punctuation. Authors' variations from these standards should be minimal and purposeful.

Terms having special meanings for members of the profession should conform to the definitions in "A Basic Glossary for Archivists, Manuscript Curators, and Records Managers," *American Archivist* 37 (July 1974):415-33. Copies of this glossary are available for \$2 each from the Executive Director, SAA, Suite 810, 330 S. Wells, St., Chicago, IL 60606.

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