Technical Notes

BEN DeWHITT, *Editor*

Care and Handling of Computer Tape. An excellent new publication on preservation of magnetic storage media is now available from the Government Printing Office. It deals with the physical and chemical preservation of computer magnetic storage media (principally tape) and their stored data, through the application of proper care and handling methods under various conditions. It emphasizes the media handling methods and environmental conditions which should be instituted during the course of controllable day-to-day activities and long-term archival storage. It also considers measures which can be taken during media transit and in the aftermath of catastrophic or uncontrollable events. It does not address the problems of data theft, intentional data modification, or systems security. The 135-page document, produced by Sidney B. Geller of the National Bureau of Standards, costs $5.50. Order publication no. NBS SP500-101, *Care and Handling of Computer Magnetic Storage Media* from Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

Cataloging Machine-Readable Data Files. One of the effects of the information explosion is the proliferation of machine-readable data files (MRDF). In order to assure better bibliographic control over this medium, the Council on Library Resources awarded a grant to Sue A. Dodd to support her groundbreaking work on a manual for cataloging MRDF. The result of her efforts, *Cataloging Machine-Readable Data Files*, was published December 14, 1983, by the American Library Association.

The first section of Dodd's manual is designed to demystify data files and computer programs and to make MRDF more comprehensible to those who must catalog and store them. Section two explicates rules for cataloging MRDF from the ninth chapter of *AACRII*, offering interpretations and examples and revealing the "how and why" of cataloging. Included is an extremely valuable outline of the steps for cataloging the microcomputer programs that are now found in many public and school libraries. The third section offers guidance on bringing bibliographic control to computerized files, including a bibliographic citation

Readers are encouraged to send contributions to "Technical Notes." Address them to Ben DeWhitt, NARS (NNSM), Washington, DC 20408.

and a data abstract.

The book provides the guidance which data producers, data archivists, and data librarians need to supply consistent bibliographic information for the MRDF they service. Newcomers to this rapidly developing field will appreciate the accessible presentation and the glossary of terms included in the manual. Contact Order Department, American Library Association, 50 East Huron Street, Chicago, Illinois 60611.

Northeast Document Conservation Center Awarded Grant to Produce Manual on Copying Photographic Negatives. The Northeast Document Conservation Center (NEDCC) has received a grant of $57,936 from the National Endowment for the Humanities to produce a manual on copying collections of photographic negatives. Given the many ways in which photographs deteriorate—especially large numbers of glass plate and nitrate negatives dating between 1880 and 1940—copying plays an integral role in the preservation of most collections. To decide when, how, and why to reproduce them, however, requires much technical data that is not readily available. This project will meet that need in part by testing for the first time the ability of many different films to reproduce early negatives. The results will be incorporated into a practical manual—a sort of "cookbook of copy methods"—which can assist administrators and curators in evaluating the options available for copying their collections. For further information, contact Andrew Raymond, NEDCC, Abbot Hall, School Street, Andover, MA, 01810; telephone (617) 470-1010.

Computer Software for Archives and Records Centers. ARCHON3 is the third generation of ARCHives ONline—a software product developed by ar-

chivists and records managers. Eight years of development have culminated in a significantly enhanced version of the original software. ARCHON3 is presently running in different operating environments. It provides fast and comprehensive access to information contained in various types of documentation, eg. paper, audio tape, microform, videodisc, or other media. ARCHON3 is for the modern archives with a need to automate any records control system subject to frequent revisions of updating regardless of size.

ARCHON3 provides the archivist or records manager with a tool for the control of files and manuscript collections. The archivist or records manager can rely on a search capacity which exceeds the traditional bibliographic retrieval systems of automated card catalogs and fully addresses the primary source material of an archive's records holdings. The researcher is aided by a user-friendly, fairly simple and straightforward query language, with a number of higher level commands and full range of Boolean connectors, which together give the user considerable flexibility in conducting a search for the invaluable resources and information the archives or records center contains. ARCHON3 offers many commands which may be executed in natural language (for the novice) or code (for the experienced user). References about and demonstrations of ARCHON3 are available.

Archives and records centers have complex information needs that vary by functions, forms, formats, and subjects. They need authority files that will provide information at whatever level of specificity is desired. The most effective on-line systems provide authority controls and information retrieval based on vocabulary control.

The ARCHON3 system provides this and also allows for on-line data entry

and query construction. Management and reference information about the collections is available through "Fields," "System Commands," and "File Maintenance and Update." A key feature of ARCHON3 is the ability to retrieve information from and about collections while preserving them in their physical order. This type of intellectual control allows for cross-referencing between collections of documents of dissimilar agencies and organizations. An underlying principle is that any file accessed by ARCHON3 can be intimately connected to a thesaurus of relevant terms. The control vocabulary of a thesaurus is what allows the records describer or indexer and the researcher to communicate intelligently. The thesaurus includes an alphabetical index, keyword out of context (KWOC) index, and hierarchy of terms and qualifiers.

A major goal in developing the ARCHON3 system was to provide the manager and user with an automated system which would simulate the manual procedures, yet improve upon them in both speed and accuracy, taking full advantage of the computer's abilities but with the inexperienced user in mind. User, Describers, and Systems Manuals are supplied with each installation. These manuals provide a step-by-step as well as in-depth technical overview of the ARCHON3 programs. Every effort has been made to make the system hardware independent and easy to reformat.

Consultants at Automated Information Reference Systems, Inc., can help with decisions about records control; management functions desired; information retrieval and search strategy; and hardware compatibility.

ARCHON3 is presently running in mainframe environments. A micro/modular version of ARCHON3 for use on personal computers will be available during the first half of 1984. All ARCHON software is designed to conform to the Society of American Archivists' NISTF Data Element Dictionary where relevant. If you would like a demonstration of ARCHON3 or a more technical discussion about automating your records control system, please contact AIRS, P.O. Box 16322, Baltimore, MD 21210.

The Fellows' Posner Prize

For the past several years, the Society has had but one award for writing, the Waldo Gifford Leland Prize, given for the outstanding separate publication of the preceding year. Article-length contributions to archival scholarship, however outstanding, received no special recognition or incentive. Consequently, the Fellows of the Society have offered, and the Council has accepted, the establishment of a new award: The Fellows' Posner Prize. Honoring one of the most outstanding archival scholars and teachers of the 20th century — Ernst Posner — it will reward the best article published in the preceding year's volume of the *American Archivist*. The winning article will be selected by a subcommittee of SAA's Awards Committee. The cash prize will be awarded at the annual meeting.

News Notes

F.L. EATON *and* THOMAS E. WEIR, JR., *Editors*

Send notes for publication to News Notes Editor, the *American Archivist,* National Archives Building, Washington, DC 20408, or to one of the following reporters: **State and Local Archives** to Richard J. Cox, Alabama Department of Archives and History, 624 Washington Ave., Montgomery, AL 36130; **Religious Archives** to John R. Woodard, P.O. Box 7414, Reynolda Station, Winston-Salem, NC 27109; **Business Archives** to Anne Millbrooke, United Technologies, 400 Main Street, MS 124-22, East Hartford, CT 06108; **State and Regional Archival Associations** to Alice Vestal, Special Collections Department, Main Library, Room 610, University of Cincinnati, Cincinnati, OH 45221; and **Manuscript Repositories** to Peter J. Parker, Historical Society of Pennsylvania, Manuscripts Department, 1300 Locust Street, Philadelphia, PA 19107.

The Brookings Institution has received a grant from the National Endowment for the Humanities to fund partially the processing of its archives. The archives includes administrative records, research materials relative to the institution's projects, private papers of Mr. and Mrs. Robert S. Brookings and institution officers, and printed material, motion-picture film, sound recordings, videotape, and photographs. The archives will be closed to researchers until early 1985 while the records are being processed. At the completion of the project, a finding aid will be published and the holdings will be made available to researchers. For more information contact the Brookings Institution Archives, 1775 Massachusetts Avenue, N.W., Washington, DC 20036.

The **Copyright Office** of the Library of Congress published its final regulations on the acquisition and deposit of unpublished television programs on 17 August 1983 in the Federal Register. These rules will assist the Library of Congress in its efforts to develop an American Television and Radio Archives (ATRA). The regulations will allow the library to stock the archives both by making off-the-air copies and by demanding copies of unpublished television transmissions. Under ATRA, the Library of Congress has a mandate to place in the archives "those television and radio programs which are of present or potential public or cultural interest, historical significance, cognitive value, or are otherwise worthy of preservation." The archives will serve as a central distribution point

for research uses of broadcast news, with special precautions against further reproduction of these tapes. The library also acquires television and radio programming through conventional sources; through the copyright registration process; and, for published programming, through section 407 mandatory deposit.

The fiftieth anniversary of the **Historic American Buildings Survey** (HABS) was celebrated jointly by the Library of Congress, the American Institute of Architects, and the National Park Service in November 1983. HABS was established in 1933 to provide work for unemployed architects, draftsmen, and photographers to document the architectural heritage of the United States. Since 1933 HABS has documented more than 16,000 structures from all fifty states, the District of Columbia, Puerto Rico, and the Virgin Islands. Currently more than 40,000 measured drawings, 77,000 photographs, and 42,000 pages of written architectural and historical data are housed in the Library of Congress and are available for public use. Several exhibits will mark the celebration. The Library of Congress will introduce a new book, *Historic America: Buildings, Structures, and Sites*, which lists more than 16,000 structures and sites documented between 1933 and 1982. Another feature of the celebration was a conference on documentation technology.

On 3 September 1983 the **Kentucky Department for Libraries and Archives** awarded thirty-eight grants to county and city governments. These grants are a primary component of the Kentucky Local Records Regrant Project, a program aimed at improving the management and protection of local public records within the state, which is being funded by NHPRC.

The project, which grew directly out of Kentucky's NHPRC-funded assessment and reporting project, addresses some of the major problems in the public records area identified by that study. In addition, field work throughout the state undertaken by the staff of the Department for Libraries and Archives' Public Records Division in the summer of 1983 highlighted some of the more prevalent problems: absence of security copies for vital records, physical deterioration of records due to heavy use, and the need for modern indexing and information retrieval systems. Among the activities for which regrant funds are being made available are supplemental salary support for local personnel responsible for managing records programs or administering archival facilities, microfilming of records, and re-recording of physically endangered vital records (such as fading Thermofax copies). Additional information regarding this project may be obtained from Public Records Division, Kentucky Department for Libraries and Archives, 300 Coffee Tree Road, P.O. Box 537, Frankfort, KY 40602.

As of 1 October 1983 the **Library of Congress'** Prints and Photographs Division discontinued reproduction and reference service on its collection of photographs that appeared in *Look* magazine from 1937 to 1971. This limitation on service will remain in effect until questions of rights and permissions affecting these photographs can be clarified. The Library had acquired the *Look* archives in 1971 as an additional resource for research in American life by scholars and other investigators in many fields; but the major use of the collection has been by publishers, advertisers, and makers of documentary films. These users require clear rights to reproduce

the images, and the Library has been unable to satisfy their requests because of the donor's stipulation precluding such use. Until some accommodation can be made with the donor to free the collection for a wider range of public use, the collection will remain in remote cold storage to retard deterioration of sensitive films, especially color films.

The Division of Archives and Libraries within the **Mississippi Department of Archives and History** has an intern who, after completion of training and education, will become the archivist of the Choctaw Nation.

The Records Management Division of the department began issuing a *State Records Bulletin* in June 1983 to acquaint state agencies, boards, commissions, and elected officials with Mississippi's records management program.

In November 1982 the **Nevada Historical Society** opened a research library in the Nevada State Museum and Historical Society building in Las Vegas. The primary purpose of this library is to collect and make available to the public research materials that relate to Las Vegas and southern Nevada. Materials now available include a number of manuscript collections related to southern Nevada (some transferred from the society's main library in Reno), as well as records of several businesses, including the Southwestern Mining Company of Eldorado Canyon and the Grand Gulch Mining Company.

During 1984 the **New York State Archives** and the **New York State Library** will sponsor four conservation administration training workshops in Albany. Instead of the traditional hands-on conservation training, the workshops will focus on how to develop and initiate conservation policies and programs and how to integrate them into the overall institutional framework of the library or historical records repository. The workshops will cover methods of determining and analyzing conservation needs, setting priorities, and selecting cost-effective options to meet these needs. In addition to the workshops, the project will gather information on conservation programs in New York and will conclude with a report of findings and recommendations for future actions to meet statewide preservation needs. The project is funded in part by an NEH grant.

Because of a continuing shortage of professional staff in the state archives' Local Records Section, the archives has been forced to discontinue all field services to individual local governments in New York state. The decision to discontinue field work was made in order to concentrate limited staff resources on the development of a comprehensive records retention and disposition schedule for county governments. Though field visits to individual local governments have been discontinued, archives staff will continue to make presentations at workshops and conferences held by local government officials.

The **Northeast Document Conservation Center** of Andover, Massachusetts, received a grant from NEH to continue its field service. The major activity is conservation surveys of small- and medium-sized repositories in NEDCC's region. A day of on-site consultation and a written follow-up report will be provided at reduced cost through the period of funding, which ends in June 1986. The NEDCC Field Service Director will review each repository's building and environment and will examine collections of books, photographs, and ob-

jects on paper. A written report will include observations and recommendations. The fee for the consultation and preparation of the report is $150.00 plus travel expenses. Application for the service can be made by letter and should include information about the nature and size of collections, number and training of staff, budget size, and conservation efforts to date. For further information or to apply contact: Field Service Director, NEDCC, Abbot Hall, 24 School Street, Andover, MA 01810. Telephone (617) 470-1010.

Morris Library, **Southern Illinois University**, has received a grant in Library Services and Construction Act funds through the Illinois State Library to conduct the third phase of the Illinois Cooperative Conservation Program. ICCP is a statewide outreach project to provide conservation information, training, and services to all types of libraries in Illinois. During the third phase ICCP will continue its publication and information services and hold two series of hands-on workshops—in the spring for archival techniques and in the summer for simple book repair techniques. Also emphasized during this phase will be the development of modest conservation treatment services for local history materials. For more information contact Hollis Onken, Illinois Cooperative Conservation Program, Morris Library, Southern Illinois University, Carbondale, IL 62901.

HISTORICAL EDITING

Listed below are historical editing projects making comprehensive searches for documents. Archivists and manuscript curators whose repositories contain items of interest to the projects are re-quested to contact the project editors. Information about new accessions and small collections is of special importance because such information may not be generally available. Project editors can assist the News Notes editors by notifying them when the projects have completed their searches for documents.

The Papers of John, John Quincy, and Others of the Adams Family
Richard Ryerson, Editor
Massachusetts Historical Society
1154 Boylston Street
Boston, MA 02215

The Papers of Jane Addams
Mary Lynn McCree, Editor
P.O. Box 24
Fayetteville, NC 28302

Black Abolitionist Papers
C. Peter Ripley, Editor
Department of History
Florida State University, Box 6080
Tallahassee, FL 32306

The Papers of Henry Bouquet
Louis M. Waddell, Editor
William Penn Memorial Museum and Archives Building
Box 1026
Harrisburg, PA 17120

The Papers of Benjamin F. Butler
Ronald L. Brown, Editor
New York University
School of Law Library
40 Washington Square South
New York, NY 10012

The Papers of John C. Calhoun
Clyde Wilson, Editor
South Caroliniana Library
University of South Carolina
Columbia, SC 29208

The Papers of Charles Carroll
Ronald Hoffman, Editor
Department of History
University of Maryland
College Park, MD 20742

The Papers of Henry Clay
Robert Seager, Editor
Department of History
University of Kentucky
Lexington, KY 40506

The Papers of Charles Darwin
Frederick Burkhardt, Editor
PO Box 1067
Bennington, VT 05201

The Papers of Jefferson Davis
Lynda Crist, Editor
Rice University
Houston, TX 77001

The Papers of Eugene V. Debs
J. Robert Constantine, Editor
Department of History
Indiana State University
Terre Haute, IN 47809

The Papers of Frederick Douglass
John W. Blassingame, Editor
Yale University
2103 Yale Station
New Haven, CT 06520

The Papers of Thomas A. Edison
Reese V. Jenkins, Editor
1 Richardson Street
Rutgers University
New Brunswick, NJ 18903

The Papers of Dwight David Eisen-hower
Louis Galambas, Editor
The Johns Hopkins University
Baltimore, MD 21218

The Documentary History of the First Federal Congress
Linda G. DePauw, Editor
George Washington University
Washington, DC 20052

The Documentary History of the First Federal Elections
Gordon R. Den Boer, Editor
Department of History
University of Wisconsin
Madison, WI 53706

The Papers of Benjamin Franklin
William B. Willcox, Editor
Yale University Library
New Haven, CT 06520

The Papers of Daniel Chester French
Michael Richman, Editor
National Trust for Historic Preservation
1785 Massachusetts Avenue, NW
Washington, DC 20036

The Papers of Albert Gallatin
Barbara Oberg, Editor
Center for the Study of Business and
   Government
Baruch College
New York, NY 10010

The Papers of Marcus Garvey
Robert Hill, Editor
Department of History
University of California at Los Angeles
405 Hilgard Avenue
Los Angeles, CA 90024

Papers of Emma Goldman
Candace Serena Falk, Editor
Institute for the Study of Social Change
University of California
2420 Bowditch
Berkeley, CA 94720

The Papers of Samuel Gompers
Stuart B. Kaufman, Editor
Department of History
University of Maryland
College Park, MD 20742

The Papers of Ulysses S. Grant
John Y. Simon, Editor
Morris Library
Southern Illinois University
Carbondale, IL 62903

The Papers of Nathanael Greene
Richard Showman, Editor
The Rhode Island Historical Society
110 Benevolent Street
Providence, RI 02906

**Documentary History of George Rapp's
  Harmony Society**
Karl J. R. Arndt, Editor
Clark University
Worchester, MA 01610

**The Papers of Harriet Ward Foote
  Hawley**
Edward J. Foote, Editor
The Stowe-Day Library
77 Forest Street
Hartford, CT 06105

The Papers of Joseph Henry
Nathan Reingold, Editor
Smithsonian Institution
Washington, DC 20560

The Papers of James Iredell, Sr.
Don Higginbotham, Editor
Department of History
University of North Carolina
Chapel Hill, NC 27514

**The Correspondence of Washington
  Irving**
H. L. Kleinfield, Editor
C. W. Post College
Merriweather Campus
Long Island University
Greenvale, NY 11548

The Papers of Andrew Jackson
Harold Moser, Editor
The Hermitage
Route 4
Hermitage, TN 37076

The Papers of John Jay
Richard B. Morris, Editor
605 Fayerweather Hall
Columbia University
New York, NY 10027

The Papers of Thomas Jefferson
Charles Cullen, Editor
Princeton University Library
Princeton, NJ 08540

The Papers of Andrew Johnson
Leroy P. Graf, Editor
Department of History
University of Tennessee
Knoxville, TN 37916

The Papers of John Paul Jones
James C. Bradford, Editor
Department of History
Texas A&M University
College Station, TX 77843

**Correspondence of Mary Harris
  "Mother" Jones**
Edward M. Steel, Jr., Editor
Department of History
West Virginia University
Morgantown, WV 26506

The Papers of Benjamin H. Latrobe
Edward C. Carter II, Editor
American Philosophical Society
105 S. Fifth Street
Philadelphia, PA 19106

The Papers of Henry Laurens
David Chesnutt, Editor
Department of History
University of South Carolina
Columbia, SC 29208

The Lewis and Clark Journals
Gary Moulton, Editor
College of Arts and Sciences
University of Nebraska
Lincoln, NE 68588

The Papers of William Livingston
Department of History
New York University
19 University Place, Room 400
New York, NY 10003

The Papers of James Madison
Robert A. Rutland, Editor
Alderman Library
University of Virginia
Charlottesville, VA 22904

**The Selected Papers and Correspon-
  dence of George C. Marshall**
Larry I. Bland, Editor
George C. Marshall Research Founda-
  tion
Box 1600
Lexington, VA 24450

The Papers of John Marshall
Charles Hobson, Editor
PO Box 220
Williamsburg, VA 23185

The Papers of Philip Mazzei
Sister Margherita Marchioni, Editor
Fairleigh Dickinson University
Madison, NJ 07960

The Papers of Carlos Montezuma
John W. Larner, Jr., Editor
1015 3rd St.
Altoona, PA 16601

The Papers of Robert Morris
John Catanzariti, Editor
Campus Facilities Building
Queens College
65–30 Kissena Blvd.
Flushing, NY 11367

The Papers of John Muir
Ronald Limbaugh, Editor
Holt-Atherton Pacific Center for
  Western Studies
University of the Pacific
Stockton, CA 95204

The Papers of Fredrick Law Olmsted
Charles C. McLaughlin, Editor
Department of History
The American University
Washington, DC 20016

The Papers of William Penn
Richard and Mary Maples Dunn,
  Editors
The Historical Society of Pennsylvania
1300 Locust Street
Philadelphia, PA 19107

The Correspondence of James K. Polk
E. Wayne Cutler, Editor
Department of History
Vanderbilt University
Nashville, TN 37203

The Papers of Constantine Rafinesque
Charles Boewe, Editor
Morrison Hall
Transylvania University
Lexington, KY 40508

**The Documentary History of the
  Ratification of the Constitution**
John Kaminski and Gaspare J.
  Saladino, Editors
Department of History
University of Wisconsin
Madison, WI 53706

**Documentary Relations of the South-
  west**
Charles W. Polzer, Editor
Arizona State Museum
The University of Arizona
Tucson, AZ 85721

The Papers of Charles Sumner
Beverly Palmer, Editor
Pitzer College
Claremont, CA 91711

Documentary History of the Supreme Court
Maeva Marcus, Editor
Supreme Court Historical Society
Suite 333, 1511 K Street, NW
Washington, DC 20005

The Papers of William Thornton
Charles M. Harris, Editor
The Columbia Historical Society
1307 New Hampshire Avenue, NW
Washington, DC 20036

The Papers of Roger B. Traney
Irwin S. Rhodes, Editor
3815 Eric Avenue
Cincinnati, OH 45208

The Papers of Jonathan Trumbull, Sr.
Albert E. Van Dusen, Editor
Department of History
The University of Connecticut
Storrs, CT 06268

The Papers of Diego de Vargas
John Kessell, Editor
Department of History
The University of New Mexico
Albuquerque, NM 87131

The Papers of George Washington
William W. Abbot, Editor
Alderman Library
University of Virginia
Charlottesville, VA 22904

The Papers of Daniel Webster
Charles Wiltse, Editor
Dartmouth College Library
Hanover, NH 03755

Correspondence of Roger Williams
Glenn La Fantasie, Editor
Rhode Island Historical Society
121 Hope Street
Providence, RI 02906

The Papers of Woodrow Wilson
Arthur Link, Editor
Firestone Library
Princeton University
Princeton, NJ 08540

The Society of American Archivists

ANN MORGAN CAMPBELL, *Editor*

Prospects for Archival Information Exchange: NISTF Conference Report

CHARLES G. PALM

On 14–16 March 1983 the National Information Systems Task Force (NISTF) of the Society of American Archivists sponsored an invitational conference entitled "Prospects for Archival Information Exchange" and hosted by the Hoover Institution at Stanford University. The purpose of the conference was to extend the work the NISTF has done in the past several years to establish a technical and philosophical framework for archival information exchange in the United States and to inaugurate a period of experimentation in the field. The principal conference goal was a three- to five-year program of practical and professionally acceptable activities and tasks that would lead to continued development of archival information exchange systems. Other conference goals included a summary statement of the NISTF's accomplishments and projections, a final evaluation of the NISTF by its Advisory Committee, and an agenda for the newly created SAA Standing Committee on Archival Information Exchange (CAIE), which held its first official meeting at the conclusion of the conference.

Conference participants included members of the NISTF, its Advisory Committee, and the CAIE as well as twenty-three invited conferees.[1] In extending invitations, the conference

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[1]Participating in the Conference were: David Bearman, Smithsonian Institution, Information Resource Management; Toni Carbo Bearman, National Commission on Libraries and Information Science; Lewis Bellardo, State of Kentucky, Department of Libraries and Archives; Francis X. Blouin, Jr., University of Michigan, Bentley Historical Library; Barbara Brown, Research Libraries Group, Inc.; Maynard Brichford, University of Illinois, Archives; Ted Brandhorst, ERIC Facility, ORI, Inc.; Edwin C. Bridges, State of Alabama, Department of Archives and History; Frank Burke, National Historical Publications and Records Commission; John Burns, California State Archives; Brett Butler, Information Access Corporation; Ann Morgan Campbell, Society of American Archivists; Margaret Child, Smithsonian Institution Libraries; Charles Dollar, National Archives and Records Service; Larry Dowler, Harvard University, Harvard College Libraries; Max Evans, State Historical Society of Wisconsin; Liisa Fagerlund, Portland City Archives; Jeff Field, National Endowment for the Humanities; John Fleckner, Smithsonian Institu-

organizers attempted to bring together archivists with demonstrated interest in and knowledge of the subject, representatives of institutions expected to play significant roles in future systems, spokesmen from existing networks, officials of interested granting agencies, and experts from the library and information science professions. All of these groups were represented at the conference. At the same time, budgetary limitations, schedule conflicts, and other factors inherent in organizing a conference prevented the fullest possible representation of every group. Assuming that the list of participants necessarily exhausted the most knowledgeable or appropriate people in any of the targeted groups, therefore, would be invalid.

The conference sessions followed a prescribed format designed to achieve the stated objectives of the conference. In the first day four papers were delivered and discussed. Richard H. Lytle, NISTF chairman, reviewed the work of NISTF and described the state of cooperation and information exchange among American archival repositories. David Bearman, project director of NISTF, identified opportunities that information exchange presents for improving access to archives as well as management and information handling efficiency in repositories. Ron Miller, director of CLASS, a California based

library network, proposed strategies for encouraging cooperation and resource sharing among repositories. Brett Butler, representing a private information management company, spoke on the commercial aspects of archival information exchange, with special attention to the commercial viability of some of the national information system models identified by NISTF.

On the second day, the conference sought to identify the educational, research, and inter-institutional barriers to further development of exchange systems and to produce a program of activities and tasks that would remove those barriers. During the morning session, participants broke into three working groups: a professional education group chaired by Ann Morgan Campbell, a library/archives cooperation group chaired by Toni Carbo Bearman, and an archival research group chaired by William Wallach. Each group was asked to define an agenda of ten or twelve realistic tasks, which in the next three to five years would promote development of archival information exchange. An afternoon plenary session brought the three groups together for general discussion, during which the three agenda were merged into a program of future activities and tasks for the profession.[2]

tion, National Museum of American History; Steven Hensen, Library of Congress, Manuscript Division; H. Thomas Hickerson, Cornell University, University Libraries; Mary Ellen Jacob, OCLC, Inc.; William L. Joyce, New York Public Library; Jake Knoppers, Infoman, Inc.; Lydia Lucas, Minnesota State Historical Society; Richard H. Lytle, Smithsonian Institution, Information Resource Management; Mary Meloshe, Canadian Ministry of Communications; Ron Miller, CLASS; James Moore, National Archives and Records Service; Charles Palm, Hoover Institution, Archives; Margaret Park, University of Georgia, Computer Center; Nancy Sahli, consultant; Peter Simmons, University of British Columbia, School of Library Science; Helen Slotkin, Massachusetts Institute of Technology Archives; Brent Thompson, Church of Jesus Christ of Latter-day Saints, Historical Department; Sandra Tinkham, Chadwyck-Healey, Inc.; Alan Tucker, Research Libraries Group, Inc.; William Wallach, University of Michigan, Bentley Historical Department; Victoria Irons Walch, National Archives and Records Service; Robert Warner, National Archives and Records Service.

[2]Transcripts of the proceedings of the working group and plenary sessions in four volumes are among the records of the National Information Systems Task Force, located in the SAA archives. Volume titles are as follows: Volume I, Opportunities for Library/Archives Cooperation (77 pages); Volume II, Implications for Archival Profession and Education (67 pages); Volume III, Implications for Archival Research Priorities (74 pages); and Volume IV, Afternoon Plenary Session (53 pages).

The three working groups produced thirty-four program tasks, which in this review are grouped according to six functional categories, as follows:

Gathering Information Helpful to Development of Archival Information Exchange Systems

1. Identify the informational needs of the archival profession and its clientele in terms of specific products, services, or publications; the resources necessary to meet those needs; and the demand, primarily in the marketplace, that would produce and sustain the necessary resources.

2. Study existing organized networks, such as the Wisconsin Area Research Center Network, to establish costs and benefits of cooperation for members, especially for smaller repositories, and to determine the value of automated systems in facilitating network activities.

3. Identify existing software packages that would meet archival needs as specified in the NISTF functional requirements document. Some hope was expressed at the conference that commercial interests might be induced to develop software packages based on the NISTF functional requirements, if such packages do not now exist.[3]

4. Examine available library turnkey systems to see if any can be implemented in an archival setting. "Most archivists," suggested Richard Lytle, "start out with the assumption that library turnkey systems will not adequately serve archival needs," and do

not realize that "some of them are very sophisticated."[4]

5. Review the research and development literature in information science for any data that might be relevant to archival exchange systems. David Bearman suggested contracting for someone or some group to undertake such a review, which would involve identifying works in the literature and ongoing projects as well as commenting on their relevance to archivists.[5]

6. Review a 1980 National Historical Publications and Records Commission (NHPRC) staff report, which contained the commission's plans for a national information system, in order to identify additional tasks or projects that the conference working groups might have overlooked.[6]

Undertaking Research Studies to Improve System Design

7. Do a market study to identify users and potential users of information products produced by archivists. Many agreed with John Burns's view that "a very keen look at the potential market for archival services is important. Should the services be redefined, expanded, contracted, abolished? I think that for the first time, the profession has to take a marketplace approach to its overall situation."[7]

8. Do use studies to identify the characteristics of users that might affect the design of systems. Such characteristics would include tolerance for delays and irrelevant documents retrieved,

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[3]NISTF Conference Proceedings, I, p. 30.
[4]Ibid., p. 29.
[5]NISTF Conference Proceedings, III, p. 71.
[6]Full citation to the NHPR report is: Nancy Sahli and Larry Hackman, "Staff Report, NHPRC Data Base," 1 October 1980. 54 pages plus appendixes.
[7]NISTF Conference Proceedings, III, p. 31.

recall and precision needs, and search strategy tendencies.

9. Identify the data elements in the NISTF data elements dictionary that will require archivists to devise new authority files or revise existing ones. Form of material is one data element for which an authority file might be of particular value to archivists and their users. David Bearman proposed a study of two or three state records systems, to determine whether this is the case and whether an authority file for form of material should be developed.[8]

10. Undertake a study to determine the differences between the National Union Catalog of Manuscript Collections (NUCMC) name authority file and the Library of Congress name authority file and to establish the desirability of reconciling them.

11. Expand the Library of Congress Name Authority Cooperative Project (NACO) to include a well-developed state archives name authority file. NACO is a cooperative program which allows libraries to enter specialized name authority files into the Library of Congress authority file. It was suggested that archivists ask the Library of Congress to give them "the same kind of latitude in the approach to establishment of name authorities as it has already given us in changing the MARC format."[9]

12. Identify the value and viability of exchanging appraisal documentation such as retention and disposal schedules as well as individual appraisal reports. Helen Slotkin pointed out the ultimate value of sharing appraisal information. "If we have a system in which we can share information not only about

records that we have, but records that we have decided not to have, and share information about the decisions that we have made about those and why, it will lead towards a national collecting policy which I think we very desperately need." Thomas Hickerson added that such a data base would help archivists "deal with the question of what areas we are documenting and what areas of society we are not documenting."[10]

13. Reexamine the informational functions of the archivist within the bureaucratic structures that he serves, with particular attention to his relationship with the records creator, records manager, and other information managers, and to the changing ways information is created, moved within the system, stored, and retrieved. As Max Evans stated the question: "How can we back up our information system into records management and into the records office, into the active office activities?" John Burns suggested that "the traditional view of creation, use, retention, inactive storage, and archival disposition of records may not be the pattern that is going to remain in the future, especially as new records media become more commonplace."[11]

14. Produce model studies that determine costs and benefits of both manual and automated information systems within a variety of repositories. Conferees agreed emphatically with Margaret Child's statement that "pilot projects should have as one of their results development of cost data, because you are going to have to have good cost data" to gain support from funding agencies and administrators.[12] At the same time Max Evans warned

[8]Ibid., p. 69.

[9]NISTF Conference Proceedings, I, p. 11.

[10]NISTF Conference Proceedings, III, p. 17.

[11]Ibid., pp. 19–20.

[12]NISTF Conference Proceedings, I, p. 76.

against overlooking less tangible benefits: "How do we use the system to help us in our decision making? Is this system merely there to control information about our collection, or is it a management information system that tells us as collection managers what policies to change, procedures to alter, and decisions to make?"[13]

Implementing Archival Information Exchange Systems

15. Promote and encourage pilot projects to develop archival exchange systems. One such project is the on-line system now being developed by the Research Libraries Group (RLG) for the archives and manuscript collections at six RLG repositories: the Department of Manuscripts and University Archives and the Labor-Management Documentation Center at Cornell University; the Hoover Institution Archives, the University Archives, and the Manuscripts Division at Stanford University; and the Manuscripts and Archives Department at Yale University. Another project is the institution-wide bibliographic system being developed at the Smithsonian Institution for its archives, its manuscript and graphic collections, its thirty-six libraries, and six related libraries.

16. Demonstrate the feasibility of converting SPINDEX records to records in the format of archival information exchange, developed by NISTF. This task is presently being done at Cornell University as a part of the RLG project described above.

17. Urge the Library of Congress to support and automate NUCMC, "to begin to bring NUCMC into the main-

stream of automation," as one conferee put it. At the same time there was a recognition that outside funding might be necessary to assist the Library of Congress in this effort.[14]

18. Establish mechanisms to increase the volume of reporting from repositories to the NUCMC data base and to other national information systems. As Larry Dowler observed, "some agency in every state might be assigned to play an active role in collecting information" for NUCMC, as a means of obtaining more reports from smaller repositories. The RLIN and OCLC systems might be encouraged to send their data to NUCMC on a regular basis. Increasing NUCMC's budget and making it a more attractive data base by converting NUCMC to an on-line file or by bringing out the NUCMC volumes on a more timely basis would also increase reporting, according to Steven Hensen.[15]

19. Develop standard reporting practices, which would permit periodic compilations of statistical profiles of operations in archival repositories.

20. Develop software packages that are compatible with archival needs as defined in NISTF's functional requirements document.

Establishing Compatible Relationships Among Emerging Systems

21. Ask the National Archives and Records Service (NARS) to state its position with respect to the NISTF data and format standards and to define its role in the development of national information systems for American archives.

22. Examine the functional information requirements now being developed

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[13]NISTF Conference Proceedings, III, p. 28.
[14]NISTF Conference Proceedings, I, p. 18.
[15]Ibid., p. 27.

for a proposed National Archives presidential library information system, encourage NARS adherence to the data and format standards established by NISTF, and verify compatibility with other emerging archival systems. Richard Lytle suggested that special attention be paid to the presidential library information system, because arguably it might be more appropriately integrated into an "existing library bibliographic network than would NARS as a whole."[16] The conference was assured by Charles Dollar from NARS that "there is a clear recognition at least with regard to the exchange of information that the MARC format and all of its implications are clearly recognized."[17]

23. Ask the library bibliographic utilities (RLG, OCLC, WLN, and UTLAS) to state their positions with respect to the NISTF data and format standards and to define their roles in the development of national information systems for archives.

24. Ask the National Association of State Archivists and Records Administrators (NASARA) to state its position with respect to the NISTF data and format standards and to define its role in the development of national information systems for American archives.

Evaluating Systems

25. Evaluate the data elements dictionary by analyzing its use in the various pilot projects underway.

26. Analyze the impact of the RLG system on repository operations. A study in one or more of the participating institutions (Yale, Cornell, and Stanford), comparing information flow before and after conversion to the RLG

system, would provide a basis for evaluating the costs and benefits of automation and information exchange. Thomas Hickerson stated that some thought had already been given to doing "a systematic analysis of internal technical services procedures in the repositories prior to implementation and then coming back and doing that same analysis later" and indicated that it was not too late to undertake such a study.[18]

27. Analyze the impact of other information exchange systems now under development, with special attention to costs before and after conversion to the system. Candidates for such studies include the Smithsonian Institution system described in item 15 above and the various systems being developed in state archives.

26. Undertake a retrospective study of the Library of Congress Manuscript Division master record, a system that was applied to all functions of the repository including acquisitions, accessioning, description, preservation, and use. Frank Burke said, "I think it would be of value if somebody went back and retrospectively studied that system to see what the decision-making process was that led to its development or its modification and what the impact of that has been on that one institution. It is the only place I know where you have twenty years of accumulated data."[19]

Communicating and Educating Within and Outside the Profession

29. Begin a major discussion on the goals of the archival profession in view of the changing information environment. Responsibility for initiating this reevaluation might be assigned to the

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[16]Ibid., p. 59.

[17]Ibid., p. 21.

[18]NISTF Conference Proceedings, III, p. 10.

[19]Ibid., p. 46.

newly created SAA Task Force on Goals and Priorities chaired by Ed Weldon.

30. Disseminate NISTF's products, including among others the data elements dictionary; the format for archival information exchange; the functional requirements document; and a paper by David Bearman, NISTF project director, on scenarios for multi-institutional information exchange. "As much as NISTF has published," conceded Liisa Fagerlund, "it has not really enabled the profession to keep up with it."[20] Peter Simmons compared the present position of the archival profession with the state of the library field in the 1960s, when the MARC format was developed. As a result of educational efforts, "a small trickle of people ... grew to a mob." In order to duplicate this effect in the archival profession, "the raising of consciousness on the part of a number of people ... needs to be generalized throughout the profession."[21]

31. Communicate archival viewpoints and activities in the information science and library literature. In order to be taken seriously in the information field, archivists must expand their audiences. As Steven Hensen pointed out, "It seems clear, since we have more or less committed ourselves to working with the library community in developing a national information system of some sort, that we need to start talking to them."[22]

32. Establish continuing relationships between SAA and related professional organizations, especially those involved in information science, such as the Network Advisory Committee, Association of College and Research Libraries/Rare Books and Manuscripts Division, ALA Committee on Cataloging and Description, ALA Preservation Committee, Associated Information Managers, American Records Managers Association, American Society for Information Science, Association of Research Libraries, Council of National Library and Information Associations, and American Federation of Information Processing Societies.

33. Improve pre-appointment and continuing education in information science for archivists. "We cannot rely on computer programmers learning about archives ... we need to get archivists involved in developing information systems," acknowledged Brent Thompson.[23]

34. Raise consciousness among library and other administrators about appropriate qualifications for archival positions. Administrators are not always sure that archival positions require the specialized skills, knowledge, and experience that only a trained archivist can offer. Margaret Child, formerly of the National Endowment for the Humanities, stated that "the most common reason that projects were not funded when they dealt with non-print materials was that the staff was inappropriate."[24]

As expected, the conference identified a full agenda for the future development of national information systems. In the weeks and months ahead it will be necessary to define further the more generalized tasks; add tasks that were overlooked; eliminate any that appear to be impractical, irrelevant, or unproduc-

[20]NISTF Conference Proceedings, II, p. 10.

[21]Ibid., pp. 23–24.

[22]NISTF Conference Proceedings, I, p. 34.

[23]NISTF Conference Proceedings, II, p. 10.

[24]NISTF Conference Proceedings, I, p. 40.

tive; organize the tasks into a coherent program and schedule; and assign them to the appropriate actors for implementation. While the CAIE will assume oversight responsibility for this process, progress in following through will depend, as always, on the actions—both independent and cooperative—of individuals, groups, and institutions that comprise the archival profession.

Since its inception in 1977, and particularly since 1980, NISTF has tried to establish a sound basis for national informational systems. It is perhaps discouraging that many of the tasks identified six years ago have reemerged from this conference as unfinished business. Yet, the list of NISTF's accomplishments is not inconsiderable. The assessment of NISTF by its Advisory Committee, which was made on the final day of the conference, included the following:

1. The NISTF data elements dictionary, format for archival information exchange, and functional requirements document laid the technical basis for archival information exchange and compatibility among emerging systems.

2. NISTF has created a consensus for concerned action within the profession among many of the key institutional players in the development of national information systems.

3. NISTF has produced a momentum for further progress in the field and through its working group has played a role in getting underway the RLG system, a major pilot project that will apply the NISTF data elements and format.

4. NISTF has provided direction for future development by identifying various models for inter-institutional information exchange and outlining scenarios that might lead to actual implementation of systems.

5. NISTF has created a favorable climate of opinion among granting agencies for cooperative projects involving automated information exchange systems.

6. Before going out of existence, NISTF insured continued professional commitment to development of national information systems by recommending to SAA Council the creation of a standing committee. The result was the CAIE, which has assumed from NISTF responsibility for maintaining the standard data elements and the format for archival information exchange. CAIE will also become the focal point for future discussion and activity in this area.

The conference concluded with hopeful expectations about the prospects for archival information exchange. Three years ago there was a possibility that archivists would lose control over the development of a national access system. The 1978 second edition of the *Anglo-American Cataloguing Rules*, which sets standards for cataloging, was written with no input from archivists. A library bibliographic utility, with little guidance from the Society of American Archivists, began to accept manuscript descriptions into its data base. And growing tension and competition between NUCMC and the NHPRC caused confusion within the archival community itself. The profession was at sea without a rudder.
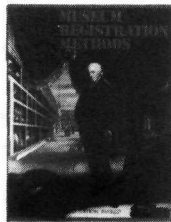
These developments have now been reversed and replaced with NISTF's accomplishments. These have found expression most dramatically in the RLG pilot project, which will be the first national information system to use the NISTF data elements and exchange format. Other key institutions have also

been brought into the process and have made important contributions. They have included the National Endowment for the Humanities, which funded NISTF; the Library of Congress, whose acceptance of the exchange format was considered essential for compatibility with emerging national data bases; and the National Archives and Records Service, whose continuing interest and commitment will enhance prospects for the future.

Further progress will require leadership from individuals, education and promotion, institutional commitments, and generous funding agencies. But these are familiar ingredients for any national program. As a result of the NISTF experience, most of the unfamiliar water has now been navigated. To quote from the remarks of Ann Morgan Campbell at the conclusion of the conference, the profession has "come a long way." In the area of information exchange, the Society can take pride in knowing that it has grappled with its future and not only has stayed afloat but is off steaming in a direction it deliberately and confidently chose.

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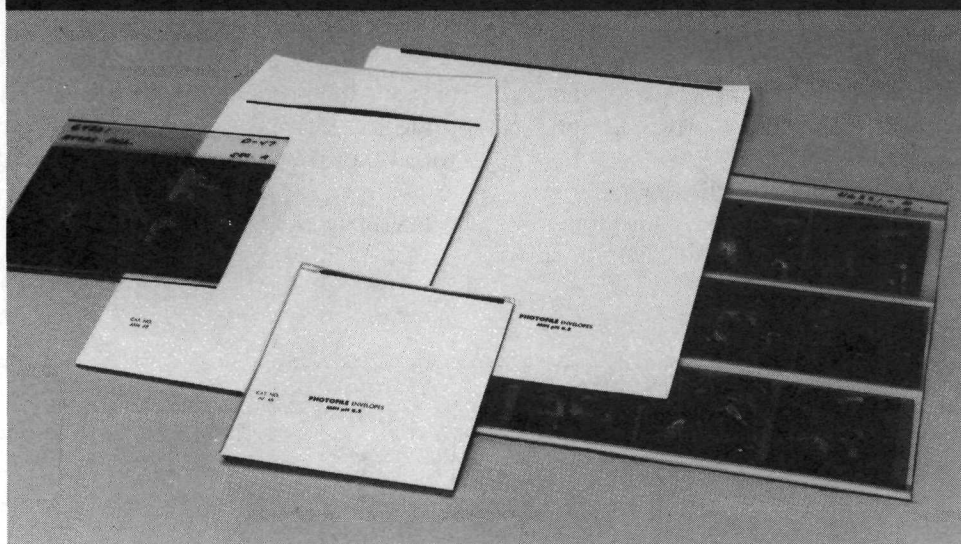
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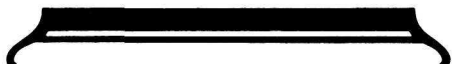**PHOTOFILE** 2000 Lewis Avenue • Zion, Illinois 60099
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Library and Information Science in France: A 1983 Overview traces the changes in French libraries on the local and national level.

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The Bibliothèque Nationale by Jacques Lethève
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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.

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Manuscripts should be submitted in English, typed double-spaced throughout (including footnotes at the end of the text) on white bond paper 8½ x 11 inches in size. If possible, three copies of the manuscript should be submitted. 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 and should be accompanied by a 100-word abstract. If the article is selected for publication, the abstract will be published as well. Articles submitted for Shorter Features should not exceed 1,000 words; no abstract is required for Shorter Features.

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,* 13th 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.

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PAPER AND
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Manufacturing curl or warp can result from uneven tension or drying, either on the paper machine or in later laminating or winding. This, like other mechanical difficulties, is almost impossible to correct; happily, it is quite infrequent. The most common problem of this type is improper winding tension, which creates "roll set," generally across the paper grain.

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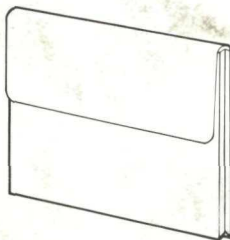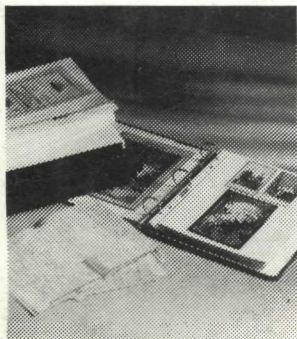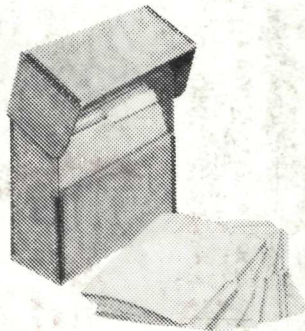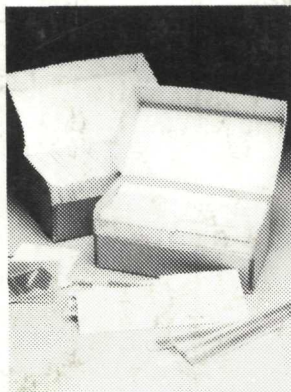
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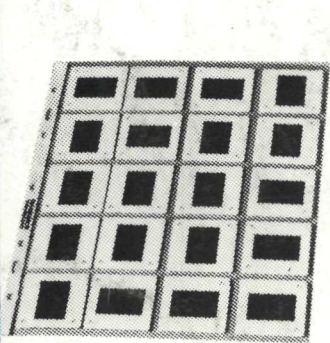
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