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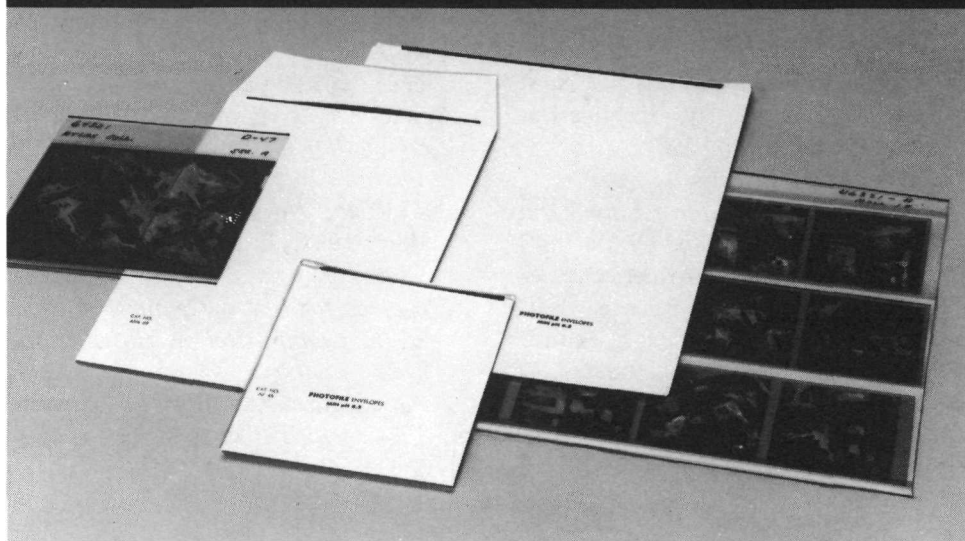


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## Technical Notes

DEAN DE BOLT, *Editor*

**Macintosh Typesetting Available with New Laserwriter Printer.** Apple Computer has announced introduction of a high resolution laser printer called the LaserWriter designed to interface with the Macintosh computer. The Macintosh computer, which has been on the market for about a year, is perhaps one of the easiest computers to use, but it has been plagued with slow software development, and its incompatibility with other computers has limited its use. One of the key assets of the Macintosh has been its use in graphic design. Many different typefaces can be incorporated into the materials produced by the computer allowing headlines for letters, posters, and other graphic design applications. The final copy produced by the dot matrix printers has not been professional enough, however, to substitute for graphic design or typesetting.

The introduction of the LaserWriter may change that. This new printer combines the hardware of a printer and the software of a graphics and interface program to enable the production of anything that appears on a Macintosh

screen to be translated into printed copy of the highest caliber. Built into the printer's Read Only Memory are thirteen typefaces including Times Roman, Helvetica, and Courier as well as Greek and mathematical characters. An interpretive programming language called PostScript stores the fonts as mathematical formulas or "outlines" rather than as a bit map. This allows PostScript to direct the printer to generate characters in a wide range of point sizes, from four points up to more than 720 points, limited then only by the size of the paper.

Since the LaserWriter's resolution is full-page 300 dots-per-inch, practically any type of graphic design can be produced. The LaserWriter can produce up to eight pages per minute or at a rate of two to three pages per minute for extremely complex graphics. Best results can be achieved by the use of sixteen or twenty-one pound single sheet copier bond; but letterhead, overhead transparency material, or colored paper stock from eight to thirty-four pounds can also be used. The LaserWriter uses a

Canon engine, and components which need regular replacement—toner and imaging scroll—are in a removable cartridge, which will last for two to three thousand pages and can be changed by the user. Suggested retail price of the LaserWriter will be \$6,995.

Examples of the LaserWriter's output show an incredible versatility from newsletters, including all headlines and typesetting, to brochures and invitations. Archival use would include exhibit interpretation and labels, newsletter design, annual reports, publications, graphs, exhibit invitations, and signs. Apple Computer will be releasing additional type fonts, and an Apple Talk card will be available for the IBM-PC allowing it also to print on the LaserWriter.

**Color Microfiche Available for Special Preservation Needs.** Micro Aero Charts of Colorado Springs, Colorado, has introduced a service whereby color materials can be reproduced on microfiche. From samples provided, they have successfully placed color photographs, paintings and artwork, maps (including aeronautical and city maps), anatomical drawings, illuminated manuscripts, and other materials onto microfiche. Applications for archives include the placement of maps, prints, drawings, and artwork onto fiche for patron use or for loan, thus saving wear and tear on original and fragile materials. Examples of archival materials that are often difficult to reproduce except by slides or expensive color photography include artists sketches, postcards, stamp or coin collections, architectural drawings, and related color items.

The firm can place ninety-eight 8½-by-11-inch documents, one 50-by-70-inch document, or any combination thereof onto single color microfiche for as low as \$1.00 to \$2.00 per copy depending on the type of job and number

of fiche ordered. The process is lower in cost than comparable color lithography and color photography, and the color microfiche are produced from Kodak stock and processes to insure high quality and longevity.

Further information is available from Micro Aero Charts, Inc., 5078 List Drive, Colorado Springs, CO 80919 or by telephone, 1-800-421-8717.

**New Acid-Free Album from Pohlig Bros. Inc.** Pohlig Bros. Inc. has added a new "Century Album" to its line of acid-free preservation supplies. The new album, a D-ring binder covered with black cloth and lined with polyester, is housed in a one-piece clamshell case. It is designed to hold acid-free pages, acid-free slide pages, and similar materials up to 8½-by-11-inches. The new large album, catalog no. 1111-D, retails for \$21.00.

**Records Management Software Released.** Information Management Specialists, Inc., has released a software package for the IBM-PC entitled "InfoSTRUCT" consisting of four modules. These cover records center management, record series, transfer and retention, and folders. Each module is available for purchase or lease and custom programming is also available for special applications. InfoSTRUCT runs on the IBM-XT or IBM-PC AT with 256K main memory and ten megabytes of disk storage operating under MS-DOS or PC-DOS. An instruction diskette is available for a one-month rental fee of \$35.00 from Information Management Specialists, Inc., 200 Fillmore Street, Suite 105, Denver, CO 80206.

**Permanent Paper Standards Announced.** The American National Standards Institute (ANSI) has published standard Z39.48—1984 *Permanence of Paper for Printed Library Materials*. Developed by



a National Information Standards Committee headed by Gay Walker of Yale University Library Preservation Department, the standard sets criteria for permanence of uncoated papers requiring acid/alkaline balance, tear resistance, alkaline reserve, and fold and tear endurance. A symbol indicating compliance with the standard—the mathematical symbol for infinity placed within a circle—may be used on the paper. The stan-

dard was developed after four years of effort and with the active participation of paper companies, publishers, and libraries and should not significantly increase the cost for making paper. Copies of the new standard are available for \$5.00 plus \$2.00 for handling and postage from the American National Standards Institute, Sales Department, 1430 Broadway, New York, NY 10018.

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Museums and galleries have something in common with icebergs—there's a lot more stored out of sight than meets the eye. Valuable, perishable, often fragile items, varying in size and shape from a tiny miniature to a Russian Imperial Court costume, all needing protection against environmental contamination.

Libraries and archives have a similar problem. Most of what they store is fairly consistent in size, but it is generally printed or written on paper, and thus highly susceptible to acid deterioration.

Generally, there have been two types of storage containers available for such materials, apart from those the conservator or archivist constructed individually. One type is the set-up box, which does not fold and consequently takes up as much space in shipping and storage—empty—as it does when it is filled with archival matter. Fabric-covered set-up boxes are often made of chipboard or commercial binder's board, which are made from waste materials. These materials are free of neither acid nor other impurities, such as sulphur compounds—which will, for instance, tarnish silver. Even when they are lined with acid-free paper, transfer from these impurities may penetrate the lining, affecting the contents.

Another type of container is collapsible, and thus more economical to ship and to store, but manufactured from standard commercial corrugated board. While such board may theoretically be free of acid, its component pulp usually contains impurities ranging from ligneous materials to other unstable compounds likely to cause deterioration. Boxes so constructed cannot be considered truly suitable for archival use.

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## 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: **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 Illinois General Assembly passed the Legislative Commission Reorganization Act in 1984, which called for the elimination of forty-seven legislative commissions by the middle of 1985. The functions of these commissions were to be absorbed by existing legislative bureaus and commissions. The auditor general has served as co-administrator to ensure orderly and proper phaseouts of these commissions. The **Illinois State Archives** has assisted the auditor in his task of locating commission documentation and conducting final audits by storing the records of defunct commissions in its record center and by providing on-site office space for auditors. When the audits

have been completed, records analysts from the archives will prepare disposition applications for the records and submit them to the State Records Commission. To date, the records of twenty-two defunct commissions have been transferred to the records center. When the project is completed, the records of all forty-seven commissions will have been reviewed. The Illinois Historical Records Advisory Board's 1982 *State-wide Historical Records Needs Survey and Assessment Project* identified 210 boards and commissions in state government. Of these, only twenty-three had records accessioned by the archives between 1978 and 1981, and this situation was viewed

as a major deficiency. Work with these forty-seven defunct commissions is addressing that shortcoming.

The **Manchester Historic Association**, Manchester, New Hampshire, has received a grant from NHPRC to process its collection of records from the Amoskeag Manufacturing Company and its successor, Amoskeag Industries. The Amoskeag Manufacturing Company, from its establishment in the 1830's until its demise in 1935, operated the world's largest textile mills.

# The Society of American Archivists

ANN MORGAN CAMPBELL, *Editor*

## Minutes: Council Meeting 25-27 January 1985

The winter meeting of the Officers and Council of the Society of American Archivists was called to order by President Andrea Hinding at 4:10 p.m. on Friday, 25 January 1985, at the 4-H Center, Chevy Chase, Maryland.

Attending the meeting were President Hinding, Vice President Shonnie Finnegan, Treasurer Paul H. McCarthy, Jr., Council members Francis X. Blouin, Jr., John A. Fleckner, Larry J. Hackman, Edie Hedlin, Linda J. Henry, Sue E. Holbert, William L. Joyce, Eva Moseley, and Trudy H. Peterson. Attending the meeting without vote were Executive Director Ann Morgan Campbell and staff member Antonia Pedroza.

On a motion by Joyce, seconded by Peterson, Council approved the agenda.

### 1986 Annual Meeting

Vice President Finnegan reported that the 1986 Program Committee had prepared a grant request to support an exhibit and catalog on the Society's history.

### FY85 Finances

McCarthy reported that general fund income for the first six months of the fiscal year ran slightly ahead of projections and the previous year's perfor-

mance. Collections in the area of dues have been strong. Unprecedented demand for the Society's new photographs publication has contributed to a surge in publications activity.

### Legislative Issues

Council selected a number of priority legislative issues for the Society's attention in 1985. They are: selection of the Archivist of the United States; adequate funding for the National Archives and Records Administration; funding for the National Historical Publications and Records Commission; reauthorization and adequate funding for the National Endowment for the Humanities; the Freedom of Information Act; the Executive Order on classification; and the status of U.S. participation in the work of UNESCO.

### Staffing in Chicago

Campbell reported that Mary Lynn Ritzenthaler, SAA program officer for conservation and photographic matters, has accepted a position at the National Archives. Andrew Raymond, a new program officer whose work will include educational activities and staff support to several SAA task forces, will report to Chicago in late March. The executive director noted that additional staffing changes will be made as 1985 progresses.

### **Washington Annual Business Meeting Resolutions**

Council considered the two resolutions passed by the 1985 annual business meeting. Henry moved the adoption of the resolution regarding child care sponsored by the Committee on the Status of Women in the Archival Profession:

WHEREAS, the matter of provision of child care services at annual meetings is a common concern to members who would like to participate in the annual meeting of the SAA, the Status of Women Committee and the Women's Caucus proposes that a charge not to exceed \$2.00 be added to the registration fee for all members to subsidize costs associated with the 1985 annual meeting in Austin, Texas.

FURTHERMORE, that all costs not covered by this assessment will be the responsibility of parents taking advantage of the service.

Henry's motion was seconded by Holbert and passed. President Hinding appointed an ad hoc committee of Holbert; David B. Gracy II, chair of the 1985 Local Arrangements Committee; Kathy Marquis, chair of the Status of Women Committee; and Campbell to develop a plan for child care in Austin.

The second resolution was presented by the Religious Archives Section:

WHEREAS, the 1985 annual meeting of the SAA, held in Washington, D.C., was conducted over a weekend, with a full slate of program sessions scheduled during time periods, especially Saturday and Sunday mornings, when many participants want to participate in religious services; and

WHEREAS, initial plans for the 1986 and 1987 annual meetings also call for program sessions during these prime periods and will therefore present similar conflicts; and

WHEREAS, the Religious Archives Section believes it is wrong for the SAA to force meeting participants to choose between the demands of their religious beliefs and practices and

the activities of their profession; NOW, THEREFORE, the Religious Archives Section deeply regrets the practice of scheduling annual meeting activities during Saturday and Sunday mornings.

IT FURTHER calls upon the officers and council of the SAA to avoid this practice in the future, either by not scheduling meetings on weekends or by leaving Saturday and Sunday mornings free with no planned activities or by exploring other options.

Blouin moved that Council adopt the resolution. The motion, seconded by Finnegan, failed. McCarthy, then moved that Council notify the Religious Archives Section that its resolution had been received and inform the members that the Society has contractual agreements in Chicago in 1986 and in New York in 1987 that commit SAA to meetings that include parts of the Labor Day weekend. Council continues to seek advice and suggestions on all options that will produce meetings most readily accessible to the Society's diverse membership. Joyce seconded the motion which passed.

### **Hamer Award**

In order to memorialize Elizabeth Hamer Kegan as well as Philip M. Hamer, Council adopted a motion made by Moseley, seconded by Peterson, to change the name of the existing Philip M. Hamer Award to the Philip M. Hamer and Elizabeth Hamer Kegan Award. President Hinding appointed a committee of Blouin, Charles Palm, chair of the Awards Committee, and Nancy Smith, Johnson Library, to review the criteria for the award and recommend changes if necessary.

### **NEH Reorganization**

Campbell reported on reorganization plans at the National Endowment for the Humanities. The Research Resources Division, the source of much support for archival activities, is being abolished. A

new preservation office will assume responsibility for most archival projects. Projects relating to access will be considered elsewhere. Council asked that SAA's President and Executive Director communicate to appropriate parties its concern that the Endowment's exemplary record of supporting integrated archival projects be continued.

### **Professional Standards Committee**

Council elected Virginia C. Purdy, National Archives, and Richard Lytle, Smithsonian Institution to serve with the five most recent past presidents on the 1985 Professional Standards Committee.

### **Archivist of the United States**

Hinding briefed Council on the latest information regarding selection of a new Archivist. Member organizations of the National Coordinating Committee for the Promotion of History have formulated a joint statement concerning qualifications for a new Archivist. Council made revisions in the committee's statement and approved the following:

In order to assure that the National Archives and Records Administration fulfills its potential for leadership within both the federal government and the historical/archival community, an individual should be sought for the position of Archivist who exhibits all of the following attributes:

1. A commitment to preserving government records for their administrative and cultural value, an understanding of archival concerns and an appreciation of the role of historical research in documenting our government's policies, programs, and actions.
2. The ability to administer a large organization.
3. The stature and presence to work effectively with other heads of executive branch agencies, as well as

members of the legislative branch.

4. An ability to work within the governmental and budgetary process so that he/she can use the administrative and statutory authority of the position to the fullest extent.

5. A commitment to adapting the National Archives and Records Administration to the new information environment and a willingness to use modern information technology for the benefit both of records/archives administration and of research.

6. The capacity to assert a leadership role for the National Archives among federal records managers, archivists, historians, genealogists, and related constituencies.

7. A reputation of leadership and excellence in his or her profession.

The resolution was adopted on a motion made by Hackman and seconded by Henry.

### **Individual Certification**

Susan Grigg, chair of the working group on individual certification of SAA's Committee on Education and Professional Development, met with Council to report on the work of her group. Grigg presented a tentative plan for a certification program for individual archivists prepared by the working group which includes Maygene Daniels, National Gallery of Art, Ruth W. Helmuth, Case Western Reserve University, and Kenneth W. Duckett, University of Oregon. Council suggested areas in which more emphasis would be useful and adopted the following motion, made by Henry and seconded by Peterson: Council commends the working group of the Committee on Education and Professional Development for its impressive preliminary report and directs the group to further consider and develop the plan. Council believes that certification is an important issue that deserves continued work in the development of a plan.



### **ALA Accreditation Study**

Peterson reported on meetings she has attended as an SAA representative of an ALA-sponsored project to explore procedures and guidelines for participation of a variety of associations in the accreditation of programs for library and information science education. Council authorized the appointment of two SAA representatives to participate in future aspects of the study.

### **Executive Director Search**

The Executive Committee provided Council with a proposed schedule and procedures for a search for a new executive director. On a motion by Joyce, seconded by Moseley, Council authorized the Personnel Committee, composed of the Executive Committee and the two most recent past presidents, to meet prior to Council's next meeting to prepare recommendations in the areas of position description, search procedures, and a screening committee.

On a motion by Blouin, seconded by Finnegan, Council amended SAA Bylaw Number Six to make the Personnel Committee's role as a search committee permissive rather than mandatory.

### **Council Committees**

Council discussed its current committee structure in which assignments are made annually by the incoming president and in which the committee on sections is chaired by the vice president, the committee on task forces by the treasurer, and the committee on committees and representatives by Council's executive committee representative. A new plan was adopted on a motion by Blouin, seconded by Moseley. In the future, each new member of Council will be assigned by the president to a committee and that assignment will be for the duration of the member's tenure on Council. The third-year member of Council serving on each committee will act as its chair.

### **Executive Committee**

Joyce reported that the Executive Committee had considered requests to proceed with grant funding proposals from several Society groups: the Institutional Evaluation Task Force, the Archives and Society Task Force, the Goals and Priorities Task Force, the 1986 Program Committee, and the Automated Records and Techniques Task Force. Each of these groups was encouraged to continue its work, in close consultation with the Executive Director's office and the Executive Committee, which must approve requests prior to submission. Submission of the request of the Task Force on Archives and Society was specifically approved, but Council asked that the group present a plan of work before other activities or funding would be considered.

### **Goals and Priorities Task Force**

Paul Chestnut, a member of the Goals and Priorities Task Force, met with Council to discuss the work of the group. The task force asked for the creation of a committee to continue its work and for approval of a grant request to further the activities now under way. McCarthy moved to adopt the report and approve its requests. His motion was seconded by Hackman and passed. The seven-member committee will have staggered terms and an initial three-year mandate. Reauthorization by Council will be necessary in 1988.

### **Sections**

Council discussed the request of the Theme Collections Section that a means be created to recognize interest groups smaller than SAA sections which require minimum membership of 50 persons. Council created SAA roundtables on a motion by Henry, seconded by Hedlin. Moseley abstained.

The initial approach to roundtables specifies that at least 20 members must

belong. A small budget allocation will be made to cover postage costs, but members will bear responsibility for the maintenance of the roundtable mailing list and for actually making mailings. Roundtables are expected to provide an opportunity for members with similar professional interests to meet at annual meetings and to communicate throughout the year. Roundtables will provide an opportunity to announce in advance these forums for discussion of professional issues, mutual professional development, and bringing together members of similar institutions, etc. They are not designed to be advocacy groups, project groups, or policy groups. They may be constituted by application to SAA Council and are expected to file annual reports and budget requests.

#### **Council Procedures Handbook**

Holbert requested that Council obligate up to \$400 for expenses that will be incurred to automate the Council handbook. A discussion followed regarding the need for a Council parliamentarian. On a motion by Henry, seconded by Blouin, Council authorized President

Hinding to appoint a council committee on the handbook, with a new member to be selected from each class. The SAA headquarters office, working with a Council liaison, will eventually assume the responsibility of updating the handbook.

#### **SAA Appointments**

Holbert noted apparent inconsistencies in the manner in which SAA appointments to various commissions, joint committees, and study groups are made. On a motion by Hedlin, seconded by Peterson, the president was authorized to create a committee to review the appointments procedure and make recommendations to Council.

#### **Women's History Week**

On a motion by Moseley, seconded by Finnegan, the executive director was asked to communicate SAA's support of Women's History Week to the National Coordinating Committee.

Council selected 7-9 June 1985 as the dates for its spring meeting in Chicago. The Council meeting was adjourned 27 January at noon.

*Vox audita perit, littera scripta manet\**

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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. If an article is accepted, the author will be requested to submit a vita to the editor, which will be used to prepare a brief biographical sketch to accompany the published article. 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 also be sent to the author for correction of printer's errors only. No substantive changes in the text will be made on galleys.

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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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The publications program of the Society of American Archivists has grown continually since the Society's founding in 1936. SAA's publications cover a wide range of topics in archives, from basic archival functions to advanced archival theory. The Society also distributes many archives-related publications of other publishers. Discount prices on all publications from the Society are available to SAA members.

### Basic Manual Series I

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*Archives & Manuscripts: Exhibits*, Gail Farr Casterline  
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*Archives & Manuscripts: Administration of Photographic Collections*, Mary Lynn Ritzenthaler, Gerald J. Munoff, and Margery S. Long

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### Archival Forms Manual

#### *Evaluation of Archival Institutions*

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*Management of Archives and Manuscript Collections for Librarians*, ed. Richard H. Lytle

*Museum Archives: An Introduction*, William Deiss

*Religious Archives: An Introduction*, August Suelflow

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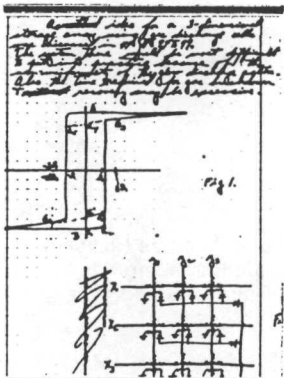
*Understanding Progress as Process: Final Report of the Joint Committee on Archives of Science and Technology*

To obtain a complete list of SAA publications, write The Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605.





## New Publications from SAA



*Appraising the Records of Modern Science and Technology: A Guide*, by Joan K. Haas, Helen Willa Samuels, and Barbara Trippel Simmons, encourages archivists to collect more actively in the scientific and technological areas. In order to assist archivists in appraising these records, the authors have structured the *Guide* around descriptions of the scientific and technological activities of scientists and engineers. Each activity, and the records documenting it, is described, followed by discussions of appraisal considerations and examples. In addition, the *Guide* offers recommendations on collecting, arrangement and description, and developing retention guidelines for records in this field. The manual also includes: extended sections on grant and contract records, data, journal articles and technical reports, and patents; a list of scientific and technological discipline history center; a list of selected readings; and an index. The *Guide* is available for \$7 to SAA members, and \$9 to others.



*Manuscripts: The First Twenty Years* is a 450-page illustrated anthology consisting of more than fifty articles first published in the Manuscript Society's journal from 1948 to 1968. Editor Priscilla S. Taylor and coeditors Hebert E. Klingelhofer, Kenneth W. Rendell, and John M. Taylor have grouped the articles into five sections: Pointers for the Collector, Areas in Which to Collect, Historical Documents, Penmanship and Writing Systems, and Manuscripts as a Key to Biography and History. The anthology is a useful text for the beginner, offering methods of collecting, suggestions as to how other collectors have pursued the search, basics of pricing, and warnings of the pitfalls of mistaken identities and forgeries. The anthology is available to SAA members for \$29, and \$35 to others.

To order, contact the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605. A postage and handling charge will be added to non-prepaid orders.





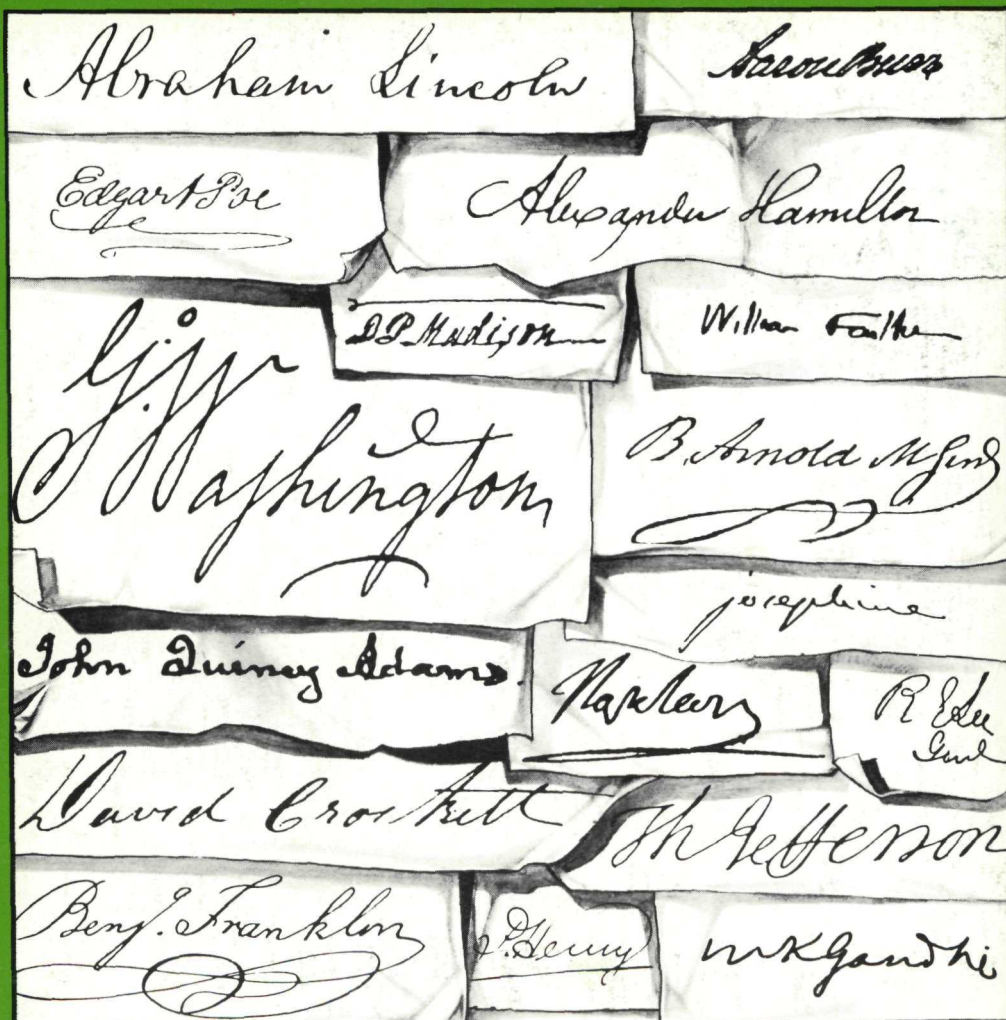
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