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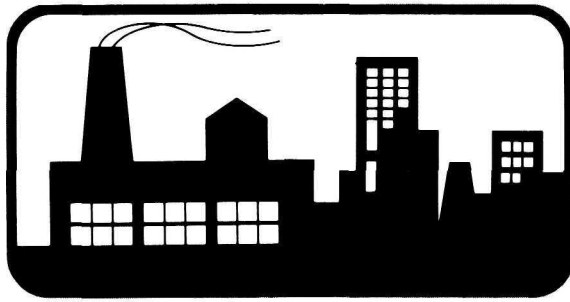
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Published by Gower Publishing Company, 1989;
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Also, a condition of access statement notes any user restrictions on the materials. In addition, three indexes—an index by business type, a geographic index, and an index of contact persons—provide other points of access to the entries.

Published by the Society of American Archivists, 1990.
96 pages, spiral bound.

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This manual features essential information on every aspect of the field--from public service and community outreach activities to legal implications, technical processing, and preservation. In addition, the manual supplies a simplified guide to data processing and microcomputer applications for the sound archivist or librarian.

**Published by Greenwood Publishing Group, Inc., 1986; 158 pages, hardcover;
\$35 SAA members; \$39 nonmembers;
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by Richard M. Kesner

"Highly recommended."

Library Journal

This book will appeal to the information professional wishing to analyze and redefine services according to corporate structures and objectives. Reassessment of current reactive procedures and adoption of a proactive, coordinating role in the life of the parent institution is emphasized. Kesner offers some invaluable models for organizational self-analysis, and planning and implementation projects for both profit and nonprofit structures. Also included are funding ideas, basic hardware/software options, and instruction on how to shop for the best value. In addition, Kesner's bibliographic notes are particularly useful for information sources.

Published by American Library Association, 1988. 263 pages, soft cover.

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Society of American Archivists

DONN C. NEAL, editor

1989 SAA Awards

Each year at its annual meeting, the Society of American Archivists recognizes outstanding achievements by its members through the selection of SAA Fellows, the society's highest honor for career achievement, and through awards for excellence in designated areas. The following awards were announced at the 1989 annual meeting in St. Louis on 26 October.

SAA Fellows

Fellows are chosen by the SAA Committee on Professional Standards (the five most recent past presidents of SAA and two members named by SAA officers and council), based on overall contributions to the archival profession, writings of superior quality, and active participation in SAA. The society's bylaws limit the number of fellows to five percent of the total membership. Three new fellows were added in 1989 to the existing membership of 104.

Richard Cox, currently a lecturer on the University of Pittsburgh's Department of Library Science, has also worked previously as curator of manuscripts at the Maryland Historical Society, archivist and records management officer for the City of Baltimore, head of the archives department at the Alabama Department of Archives and History, and associate archivist at the New York State Archives.

Cox was honored for the breadth and diversity of his scholarly publications (particularly in the areas of archival history and analysis of the archival profession), his effective program advocacy, and for effective service to professional organizations,

including terms on the SAA Council and the Committee on Education and Professional Development.

Maygene Daniels, chief of the Gallery Archives at the National Gallery of Art, was honored for writings and her leadership in the Society of American Archivists, especially as a dynamic chair of the Committee on International Archival Affairs and as a current member of Council.

Prior to going to the National Gallery of Art, Daniels worked in the National Archives, moving from the Audiovisual Archives and the Records Appraisal Division to the Office of Presidential Libraries. She served as director of the Modern Archives Institute and was special assistant to the Deputy Archivist of the United States.

Terry Eastwood, associate professor in the School of Library, Archival, and Information Studies at the University of British Columbia, was cited for his contributions to archival education through the development of the first archival master's degree program in North America, his distinguished publications record, and his active professional dedication.

Previously employed in the Manuscript and Records Division of the Provincial Archives of British Columbia, Eastwood has served as president of the Association of Canadian Archivists and editor of its journal, *Archivaria*. He is currently a member of the SAA Council.

J. Franklin Jameson Award

Former U.S. Senator **Thomas F. Eagleton** of Missouri received the first J.

Franklin Jameson Award, which recognizes an individual, institution, or organization, not directly involved in archival work, that promotes greater awareness of archival activities or programs. Senator Eagleton was a leader in the movement to restore the National Archives and Records Administration to an independent position. He cosponsored the National Archives independence bill and worked effectively to prevent the politicization of the office of Archivist of the United States.

Fellows Posner Prize

Hugh Taylor, an archival consultant from Nova Scotia and a former SAA president, received the Posner Prize for the outstanding essay published in the *American Archivist* in 1988. His article, "My Very Act and Deed: Some Reflections on the Role of Textual Records in the Conduct of Affairs," traces the evolution of the written document as a staple of administration and commerce and challenges archivists to consider how they might recognize and participate in the most crucial stages of creation and retrieval of tomorrow's archival record.

C. F. W. Coker Prize

Scott Cline, Seattle City Archivist, received the Coker Prize, given for meritorious activity that advances the practice of archival description. He edited the *Guide to the Archives of the City of Seattle*, a 242-page description of nearly 600 records series. Compiled and published using MicroMARC:amc software, it was lauded as being both eminently comprehensible and aesthetically interesting.

Philip M. Hamer-Elizabeth Hamer Kegan Award

Jane Doerr, former archivist of the Bay View Association of northwest Michigan, received the Hamer-Kegan Award, given

for achievement in promoting public awareness of a specific body of documents. Her videotape, "In Celebration of Bay View," drew on archival resources and oral history interviews to provide an imaginative and sensitive depiction of the town, which was designated as a national historical landmark in December 1987.

Theodore Calvin Pease Award

Maureen A. Jung, a student at California State University, Sacramento, received the Pease Award for superior writing achievement by a student of archival administration. Her essay, "Documenting Nineteenth Century Quartz Mining in Northern California," describes the development of gold mining, analyzes the potential sources, and discusses the value of undertaking a systematic effort to identify and preserve the missing records. It will be published in the Spring 1989 issue of the *American Archivist*.

Oliver Wendell Holmes Award

Valerii Leonov, director of the Library of the Academy of Sciences of the U.S.S.R. in Leningrad, was the recipient of the Holmes Award, which provides funds for overseas archivists, already in the United States, to travel to archival institutions, meetings, or institutes. Leonov coordinated efforts to restore some of the 3.6 million books damaged in a fire in the library founded by Peter the Great in 1714.

Colonial Dames Scholarship Award

Daniel Linke, Carl Albert Congressional Research and Study Center, University of Oklahoma, and **Julia Rather**, Kentucky Department of Libraries and Archives, received Colonial Dames Scholarships, permitting them to attend the Institute in Modern Archives Administration in Washington, DC. The award is made to beginning employees in institutions with a fair percentage of holdings from a period predating 1825.

Luncheon Remarks by Incoming SAA President John A. Fleckner

President John Fleckner (National Museum of American History, Smithsonian Institution) delivered these remarks at the closing luncheon of the 53rd Annual Meeting in St. Louis on 29 October 1989—the event that began his year as SAA's president.

For fans of baseball's Baltimore Orioles, 1989 was a truly extraordinary season. What had been the worst team in baseball in 1988 fought back to within one game of winning its division title. The Orioles set a new club attendance record this year and a major league record for the greatest improvement by a team in a single season. Throughout six dramatic months, the Orioles sponsored a series of radio and television ads encouraging fans to come out to the ballpark. The ads featured manager Frank Robinson, recently named baseball manager of the year for 1989. In each commercial, Robinson's tag-line was the phrase: "*These are exciting times. YOU GOTTA BE THERE.*"

On warm summer evenings, as I listened to the games and to Robinson's line, I thought about my talk for this afternoon. And it was clear once again, that life does indeed imitate baseball. *These are exciting times for archivists!* And I, for one, am delighted to be here!

Today I want to outline some of the Society of American Archivists' programs and activities for the coming year. I want to emphasize that I lack sufficient time to do justice here to all the efforts underway within the SAA and the profession. This is, instead, a sampling intended to put some of the major developments into a context.

The hallmark development of the archival profession in the 1980s has been the infusion of a planning ethic into our work. For the SAA, this has been most apparent in the Task Force on Goals and Priorities

and its successor committee. Their published reports, *Planning for the Archival Profession* (the "GAP report") and *An Action Agenda for the Archival Profession: Institutionalizing the Planning Process*, continue to guide us. Perhaps most importantly they have familiarized archivists with planning concepts and practices so that today we have begun to embody these concepts throughout the work of the society.

In the coming year, with the direction and support of the Committee on Goals and Priorities (CGAP) and its new chair Anne Diffendal, SAA's constituent groups will develop what for most of them will be their first formal plans. These statements will project goals and activities for the next three years and will be of great value in coordinating the wide range of SAA work. (I want to recognize here the exceptional planning work done quietly, for years, by the Committee on Automated Records and Techniques now chaired by Margaret Hedstrom. It is proof that planning can work.) This year CGAP also will begin a process of assessing progress in the profession against the goals and priorities of the 1986 report.

The SAA Council will continue its efforts at long-range financial planning for the society this year, devoting particular attention to membership dues, to fund raising, and to membership development (with the assistance of Roland Baumann's Membership Committee). Within the next two months you will see the initial step of the council's fund raising plans in the form of SAA's first formal annual giving campaign. Please give careful consideration to this appeal when it reaches you and, if you can, invest in the society's long-term future.

Lastly, a new Task Force on Preservation, co-chaired by Christine Ward and

Howard Lowell, will work to refine and build consensus around a statement on "nationwide archival preservation initiatives" drafted by the SAA Preservation Officer, Paul Conway, and last month's special conference on archival preservation at the University of Pittsburgh.

The headline story in the archival profession for 1988 is, of course, the overwhelming response to SAA's new certification program. Most immediately, the application by nearly 800 archivists for certification by petition has assured the financial health of the certification process. (It also has reassured the keepers of the SAA coffers from which the initial certification investments were borrowed). The Academy of Certified Archivists begins life with substantial financial as well as human resources as it faces the challenges of institutionalizing certification. These include marketing the examination to new entrants into the field, marketing the certification concept to the non-archival community, puzzling out the relationship between certification and graduate archival education, developing the recertification process, and keeping the certification examination current with changes in archival practice and theory. Obviously, careful planning will be a key to continued progress and we are all pleased to know that the academy's new officers already have begun the process.

Less dramatic than the financial success of certification, but of at least equal importance, has been the progress we have made in identifying what archivists do and what they must know to do it. This understanding has been articulated in the course of developing the certification examination and analyzing the graduate archival education curriculum. It provides a new and solid foundation for archival education, training, research, and management. We are just beginning to appreciate the significance of this development.

Throughout the debate on certification, supporters and opponents alike have viewed it as one part of a larger effort to develop standards for the profession. This widespread consensus on the importance of standards is reflected, in turn, in the priority given to standards throughout the GAP Report. In the coming year at least five SAA efforts will address this priority.

First, Tom Hickerson's Task Force on Archival Standards will report on its essential work in defining what we mean by "standards," in identifying what standards already exist, and in advising on procedures for the adoption and implementation of standards.

Second, in a closely related area, the Committee on Archival Information Exchange will continue its initiatives aimed at improving descriptive practices and increasing access to information about archival records. The committee, with Richard Szary's continued leadership, will pay particular attention to the final recommendations of the Descriptive Standards Working Group led by Larry Dowler.

Third, the newly created Committee on Institutional Evaluation and Development will explore ways in which the society can promote improvements in the administration of archival institutions. Chaired by Tom Wilsted, the committee will consider a range of possibilities including an institutional accreditation program like the one sponsored by the American Association of Museums.

Fourth, our Committee on Education and Professional Development, chaired by Greg Hunter, will explore ways to promote higher standards for graduate archival education programs. Archival educators, and archivists generally, seem to agree that higher standards are needed: more courses, better qualified faculty, and better curriculum. But many questions are unanswered. These include the academic prerequisites for profes-

sional archival training, the relationship of this training to library and information science education, and above all, the incentives for universities to adopt higher standards.

Fifth, and last, the Task Force on Ethics, under the leadership of Maynard Brichford is addressing a critical area of professional practice. The task force expects to modify and amplify our current statement, to produce curriculum materials and teaching packets, and to address the thorny issue of how to deal with infractions of professional ethical standards.

The influence of GAP and SAA Council priorities is apparent in activities planned for the Chicago office. Jane Kenamore, SAA's new education director, will have primary responsibility for meeting the society's commitment to providing a comprehensive and systematic program of continuing education for the profession. Jane will manage the already impressive list of educational offerings by SAA and will support the 1990 Annual Meeting Program committee, chaired by Brenda Banks and Waverly Lowell. (The annual meeting is, of course, the largest and most complex of all SAA's educational efforts.)

New education initiatives also are planned. If two NEH grant applications are successful, Jane Kenamore will oversee projects to teach archivists outreach skills and to improve archival reference services. The vital area of education in automated

records and techniques will be greatly strengthened by a project planned by Margaret Hedstrom and her Committee on Automated Records and Techniques. This proposal is now being reviewed by NHPRC.

In addition to planning, the GAP report identified "advocacy and public information programs" as a "key strategy for archival progress." Since David Gracy challenged us to take more seriously the relationship between archives and society, we have made substantial progress. The new J. Franklin Jameson Award and our forays into media relations are only two of the steps our Committee on Public Information has taken. With leadership by co-chairs Elsie Freeman and Karen Benedict this year, the committee promises to implant permanently a public relations consciousness within the profession.

Some old stereotypes to the contrary, the archival profession is neither a modest nor a retiring one. We have set ambitious goals for ourselves as a profession—goals we cannot achieve as individuals or as isolated institutions. Professional education, professional standards, advocacy on behalf of the historical record and the archival community—we join together, as volunteers all of us, to pursue these worthy goals. This year promises further accomplishments in each of these areas—and more.

As Frank Robinson says, "*These are exciting times. You gotta be there!*"

Annual Report of the Executive Director 1988-89

While I was in Vermont a couple of weeks ago, I spent some time with Greg Sanford, the State Archivist. I was struck by one of the phrases that he uses in educating the residents of his state about the value of its archival records. Greg reminds Vermonters that they are “living in someone else’s future,” actually experiencing the lives that planners of an earlier time could only imagine, and try to prepare for.

SAA members of today are also living in someone else’s future: the future that the founders of the society could only imagine, and hope would come about, when they created this association in the 1930s; the future that the Committee for the Seventies projected for SAA, and that largely came into reality during the decade that followed; and the future that the Task Force (now Committee) on Goals and Priorities established during the mid-1980s, and that we continue to see developing.

Each year, the report of the executive director serves as a sort of “snapshot” of the society’s activities and initiatives, enabling its members to determine how well SAA is serving them, and the profession as a whole—how well it is fulfilling the future that SAA members of earlier years envisioned, planned, and nurtured. This report gives the membership a chance, too, to reflect upon the outstanding leadership that its elected and appointed leaders—and many, many other volunteers—so generously provide to the society’s affairs. I will mention some of those persons, but unfortunately it is impossible to recognize all of them by name.

During the thirteen-month year since its 52nd annual meeting in Atlanta, SAA has, I believe, made significant progress in many areas. My report will provide some highlights of SAA’s 53rd year, and I hope that you find what I say enlightening. Time does

not permit extensive comments on any of these topics, but I will be happy to elaborate as needed. Bear in mind that in most of these areas I will mention (in no particular order) we are not at the end but somewhere in the middle—or even near the beginning. Let’s see where we are.

SAA published last fall the *Archives Assessment and Planning Workbook*, edited by Paul McCarthy and supported by the National Historical Publications and Records Commission. This publication has already demonstrated its value as a tool for archival institutions. It will surely be a resource, too, for SAA’s new Committee on Institutional Evaluation and Development, which Council established last June, and which begins its important work this week under the leadership of Tom Wilsted.

Our Automation Education Program, which culminates this fall, continued to offer the successful MARC workshop, perfected the also-popular library standards workshop, and is about to publish two important printed resources: Steve Henson’s revision of *Archives, Personal Papers, and Manuscripts* and Marion Matters’ book of MARC record examples. I salute Marion for the fine leadership that she has given this program as its program officer for the past year and more, and Steve for his work on the new edition. It is worth noting that the SAA Council earlier this week adopted *Archives, Personal Papers, and Manuscripts* as a standard. This project, largely funded for four years by the National Endowment for the Humanities, has made a tremendous contribution to the way archivists understand and use descriptive methods, and the profession will never be the same again. We hope to continue our efforts in automation education: the Committee on Automated Records and Techniques, with special contributions from its chair, Margaret Hedstrom, has prepared

an ambitious and promising grant proposal in this area, and I hope to report on the implementation of this project next year.

We also bid farewell soon to Paul Conway, who as preservation program officer for nearly two years now has spearheaded our evaluation of the society's preservation education program and has helped us plan for how that program should respond to the growing challenge of archival preservation. Here again we are indebted to NEH for the substantial support that they have provided to the society. Thanks to Paul, and to NEH, we understand better the impact of SAA's seven-year conservation program, and we are positioned to move ahead successfully during the next decade. One of the fruits of this project is a nationwide strategy for archival preservation that was drafted, with Paul's assistance, during a planning meeting last month, and I know that this document will receive considerable attention in the months ahead.

SAA's Membership Committee, led by Roland Baumann, has made progress on creating and implementing a broad-ranging membership strategy for the society. Council has also begun to re-evaluate our membership categories and dues levels. There is important work ahead yet in this area, but a start has been made. In addition, the society began this year several interesting experiments in membership recruitment, some of them in cooperation with regional archival associations.

Mary Jo Pugh has given herculean effort in time and energy to bringing the seven volumes of the new Archival Fundamentals Series ever closer to actual publication. We eagerly await the contributions that Mary Jo, Jim O'Toole, Jerry Ham, Bill Nolte, Tom Wilsted, Fred Miller, Lew Bellardo, Lynn Bellardo, and Mary Lynn Ritzen-thaler will make to the archival literature in this new series, which is also supported by NHPRC. Their contributions will serve as the bedrock of archival knowledge and

practice for perhaps another decade, and so they should be well worth the wait.

Council committees have studied and reported on new guidelines for roundtables and for SAA's representatives to other groups, have codified charges for SAA's committees, and have reorganized the management of SAA's publications program. As a result, the organizational structure of the society has been strengthened and improved. Council has also sanctioned several new roundtables, thus broadening the ways in which the society serves the needs of members of the archival community.

Continuing a practice begun several years ago, Council met with representatives from a number of SAA groups and outside organizations. These included the Membership Committee, the Committee on Goals and Priorities, the Interim Board for Certification, the Association of Records Managers and Administrators, the National Coordinating Committee for the Promotion of History, and the Office of Preservation at the National Endowment for the Humanities. Council also authorized an overture to the National Association of Government Archives and Records Administrators, resulting in a joint committee that will strive for a legislative agenda reflecting the interests of archivists in both organizations.

The Committee on Public Information has during the past year begun to grapple with its mandate of expanding general knowledge of and appreciation for the archival profession. It has done outstanding work in publicizing this annual meeting, started to study in a systematic fashion how archives and archivists are perceived in the media, and laid some plans for strengthening the ability of archivists to promote better understanding of their work. The committee also successfully secured some important funding from our good friends at Kraft General Foods so that publicity for this and future annual meetings will be done in a more professional manner. I would like to

take this opportunity to thank Kraft General Foods for this assistance.

Council has continued to deepen its understanding of the society's long-term financial goals, and of the challenges we face in addressing them. It has endorsed the suggestion of the Committee on Goals and Priorities that SAA institutionalize planning by having its constituent units adopt three-year plans that also include reports on current activities and descriptions of current and needed resources. This process should help the society to plan better, and Council to strengthen its ability to coordinate activities and allocate resources. Council has also begun to explore some systematic fundraising efforts.

With significant assistance from Mark Lloyd and Paul Conway, the society has conducted and is tabulating this fall the first major survey of the archival profession in several years. Over 1,200 SAA members completed and returned this survey, which collected information about staffing, education, and, yes, the salaries that archivists earn. This data, when fully processed and reported on, will help all of us to gain a clearer picture of SAA's membership. We expect to conduct surveys of one type or another in conjunction with the annual ballot, as we did this past year. Combining the two produced substantially higher rates of return for both the ballot and the survey.

The Program and Host Committees did their usual stellar job in preparing for this annual meeting, and I would like to express our appreciation to their chairs and members, who were recognized at the opening luncheon yesterday, for their good work. The chairs of both committees for 1990, from whom you will hear at the closing luncheon, have already begun their efforts to surpass their predecessors. I would also like to express our appreciation to Commercial Microfilm, Spacesaver Corporation, and UMI for their generous contributions toward the expenses of this

year's annual meeting, and to acknowledge as well the support that our other exhibitors and advertisers have provided.

The Awards Committee completed its reformulation of SAA's awards criteria and procedures. And, in conjunction with the Committee on Public Information, the Awards Committee persuaded Council to create the new J. Franklin Jameson Award for Archival Advocacy, which the society presented for the first time here in St. Louis to former Senator Thomas F. Eagleton.

During 1988-89, the society continued to develop and implement a plan for the certification of individual archivists. Except for processing petitions received just before the deadline of 30 September, the Interim Board for Certification has concluded the initial phase, certification by petition. The interim board also worked with a professional testing firm to devise and offer the first certification examination, which was offered yesterday. And, the interim board has launched the Academy of Certified Archivists, which met last evening to begin its task of managing the certification program. All of this progress would not have been possible without the personal commitment and sacrifices of the members of the interim board, as well as the assistance of many other persons—volunteers all.

Led by Susan Grigg, the hard-working chair of the editorial board, SAA has commissioned several new publications this year and has encouraged the development of new publications ideas that will expand our list of titles. Given the importance of the publications program to both the profession and the society itself, the foundations being laid now will bring benefits for many years to come.

Jim Stroud provided exemplary leadership in organizing and directing a two-week preservation management institute that SAA sponsored last month for archivists from ten Latin American countries. This event was hosted by the Harry Ransom Human-

ities Research Center at the University of Texas at Austin. The institute, in addition to bringing to the participants the latest information about preservation management, should serve as a model for what SAA might offer U.S. archivists in the future.

Council implemented—and, more importantly, increased funding for—a long-needed retirement program for SAA employees. Council also enabled us to increase the compensation for our staff members. This is an area where further progress is needed.

Dave Klaassen reached full speed this year as editor of the *American Archivist*, planning new issues, making production changes, refining the journal's editorial policies, and endeavoring to get issues to members in a timely fashion. Along with his editorial assistant Karen Strauss, Dave continues the tradition of strong and stimulating issues of this valuable journal. Indexer Laura Saegert and department editors Scott Cline, Susan Davis, Marjorie Barritt, Nancy Bartlett, and Anne Kenney have made their own unique contributions to the success of the journal, and Anne is also editing a special issue of the *American Archivist* on preservation. These SAA members exemplify the sort of volunteer leadership that I mentioned earlier.

SAA's continuing education initiative continued to expand during 1988-89, with a dozen exceptional workshops and short courses that serve as important resources for the profession. As you may know, later this year the NHPRC and Mellon grant support for this program ceases and the full responsibility for maintaining it devolves upon the society. The transition we are going through is not without its challenges, but after the progress of the past three years it is difficult to visualize an SAA without this continuing education program.

We suffered a serious loss this summer when SAA's education officer, Tim Ericson, decided to return to an archival position. Tim brought to the society an

extraordinary degree of expertise and commitment, and SAA owes him a debt of gratitude for his two and one-half years on the staff. I believe that we have a worthy successor to Tim in Jane Kenamore, who has been on the job all of two weeks now. I hope that SAA members, and members of regional organizations, will get acquainted with Jane and welcome her to the task of expanding and developing the society's vital continuing education program. She will, I am certain, leave her own mark on the society and its work.

Each year, in addition to reporting on the society's overall programs, I also call the membership's attention to the work of SAA staff members. Each year these responsible and dedicated persons outdo themselves. Unless you work with the SAA staff on a day-to-day basis, as I do, it is impossible to appreciate fully their contributions, and how hard they work in service to you. SAA is fortunate indeed to have such loyal and capable staff members, and I am proud and privileged to be associated with them. They have enabled me to look good, and I am personally grateful for their assistance. More to the point, they have enabled SAA to look good, and we all owe them thanks for that.

I've already cited Marion Matters and Paul Conway, who are leaving us soon, and Tim Ericson. I cannot begin to tell you how valuable it has been to have these talented and energetic archivists as members of the staff, both for their professional and for their personal contributions.

They are not the only professionals on the SAA staff, though. Managing Editor Teresa Brinati, who was brand new to SAA at this meeting last year, has during the year taken charge of our publications program. Working with Dave Klaassen on the *American Archivist*, she has introduced new design features and production techniques. Teresa is also responsible for the timely publication of the *SAA Newsletter*, which continues to grow as the major vehicle of communication within the profession. Ter-

esa will soon be designing the newsletter on some desktop publishing equipment that Council has authorized, and I believe that the *SAA Newsletter* will continue to excel in both content and appearance. Teresa is also responsible for the attractive new designs of the ballot, the book catalog, and our other publications. Her next big challenge, besides introducing desktop publishing, is the design of the Archival Fundamentals Series. It is a delight to have this professional on our staff.

Jim Sauder, who oversees our financial and computer systems, joined the SAA staff last Thanksgiving—immediately giving me a great deal to be thankful for. Jim not only quickly restored order to these two critical systems but has enabled us to use these tools for better management of the society's business. He has provided detailed and accurate financial reports and figured out how to squeeze more onto our crowded hard disk. He has negotiated with our insurance carriers about healthcare benefits and with banks about adding the convenience of Mastercard and Visa for members. He has managed our database so that other staff members can realize its potential and has managed our funds so that the society realizes the most income. Jim has brought a welcome professional touch to his assignments and has vastly improved our ability to use the society's resources wisely and well. During the next year, Jim's impact on our management will be even greater, I am sure, and it is a pleasure to be able to work with him.

Troy Sturdivant, in addition to performing his many regular jobs—handling publications orders, entering invoices into the computer, printing labels, and a dozen more—is our office's "designated hitter." Need someone to open the mail when Bernice is away? Troy will do it. Need someone to fix the copier? Ask Troy. Need someone to go to the warehouse? Troy will find the time. Need someone to—well, you get the idea. He is a vital member within the SAA

office, and we would grind to a stop without him.

By now most of you know that Bernice Brack, SAA's senior (and probably most beloved) staff member, experienced a serious health problem this summer and was away from her desk for many weeks. Those who have missed her cheerful greeting and helpful manner will be happy to know that Bernice is recovering, and hopes to be back in the office a week or so from now, at least part-time. She has asked me to thank all of you who sent her goodwill messages and flowers, and to say that she looks forward to seeing you in Seattle next year. All of us on the SAA staff are very fond of Bernice, and we have certainly missed her. I'm told that there is a get-well card in the registration area where you can add your greetings to Bernice.

Fortunately, Nancy VanWieren, who had left SAA in March of this year, was able to fill in for Bernice. We were very lucky to have such a capable substitute for Bernice. Also back—again—was Joyce Gianatasio, who has served as education assistant since Nancy left in March. Joyce shouldered the heavy burden of seeing through this year's preconference workshops after Tim Ericson left in July, and she performed that work with her usual conscientiousness and skill. Both of these women gave SAA far more hours than we deserved, and we would not be enjoying the success of this annual meeting without their contributions. We wish these two SAA stalwarts well as they leave the staff once again.

I've saved Georgeann Palmer till last because of the special circumstances of this year's annual meeting. For all of you, the possibility that the financial difficulties of this hotel would cause the annual meeting to collapse or would force its major restructuring—even its move to another city—was a greater or lesser irritant. It was Georgeann who bore the responsibility for worrying about this problem, every day for nearly six months, and for trying to antic-

ipate how to handle it. She pressed the hotel's management for information, planned for contingencies, answered your questions, and agonized over the situation. All the while, she continued to work on the details of the meeting as if nothing unusual were happening, and to perform her many other assignments. She handled this trying situation, every meeting planner's nightmare, exceptionally well. In addition, Georgeann improved the publicity for the meeting, expanded our list of exhibitors to the largest number in years (perhaps ever), and guided us through site selections for 1993 and 1994. Starting Monday—well, Tuesday, anyhow—she will resume her already extensive work on our 1990 annual meeting, just ten months away. Maybe, after the problems of 1988 and 1989, we can give her a trouble-free annual meeting in 1990. Georgeann, too, is a real pro, and I am very happy that she is with us.

No one knows more than I do how much all of these good people do to support and extend the progress I have highlighted, and I hope that when you see them at this meeting you will take the opportunity to express your appreciation to them.

Treasurer's Annual Report, 1 July 1988–30 June 1989

Two financial statements for the Society's fiscal year which ended 30 June 1989, accompany this report. The combined balance sheet prepared by our auditing firm, Statement 1, records finances at a given point in time. It lists the three categories into which the Society groups financial transactions.

1. The general fund includes the usual and ordinary activities of a professional association. Income would include dues, for example, and expenses would include publishing the *American Archivist* and holding the annual meeting.

2. The second category is grant funds, and these must be accounted for separately.

So, the society's 53rd year has been an eventful one. A few projects have come to fruition. Many others continue, and some new initiatives have been launched. We wrestle with many of the same problems, trying to turn challenges into opportunities. There have been some victories, and a few setbacks. We are losing some good staff members, but others replace them. I am pleased with the progress, and I hope you are as well.

There is a great deal of truth in Greg Sanford's observation that we are living in someone else's future. It is also true, however, that we are living in someone else's past. Future members of the society, and of the archival profession it serves, will look back on 1988-89 to assess how well we planned and prepared for their present. It is our responsibility to leave for them a society that has both sound programs and sound finances, so that their present is as successful as ours has been, thanks to the wise and generous SAA members of the past half-century and more. With that, let's go forward with our 54th year.

This category includes our grants from the National Historical Publications and Records Commission and the National Endowment for the Humanities, for example, which we have used to support workshops and develop publications.

3. The third category is special project funds, a separate category because its tax status under Internal Revenue Code Section 501(c)3 allows contributors to take exemptions for donations. It includes, for example, the Education Endowment Fund and funds for awards that have cash prizes. Although our assets exceeded our liabilities on June 30, which is good, the Fund Equity

or Fund Balance in the general fund of \$31,411 is troublesome.

Statement 2 is an income and expense statement, which shows financial activity over a period of time, the whole fiscal year, instead of financial status at a fixed point in time. This statement is for the general fund only, because this is the category in which we have some troubles. Please note that some items are listed twice, both as income and expense, such as the *American Archivist*, publications, the annual meeting and workshops, so you must subtract the expense figure from the income figure to determine net gain or loss for those items. Certification is listed twice as well. For clarification, under receipts, 501(c)3 is interest from our special projects fund, and administrative fees are indirect costs from grants. Under disbursements, general and administrative refers to such items as equipment, depreciation, supplies, telephone, travel and such professional services as accounting and insurance.

The Society's difficulty is the deficit we ran this last year, \$52,936. It relates to the general fund balance on Statement 1, because we depleted the general fund in 1988-89 by the amount of our deficit.

Roughly \$18,000 of our deficit is money we advanced for certification, but certification has been a financial success. The certification advance would not have appeared as part of the deficit if our fiscal year had ended October 30 rather than June 30. Expenses were somewhat under projections, but delays in the implementation of certification prevented our receiving the fees we expected by the day our fiscal year closed. Because SAA has now collected more from certification fees than we have spent, certification need not concern us financially.

The remaining \$35,000 of our deficit, however, is of concern. About \$26,000 of this represents money we didn't realize from last year's annual meeting. Attendance was not as high as we projected, and our expenses were higher than we expected. Be-

ginning with fiscal year 1989-90, we changed our budgeting practice regarding recognition of depreciation, and we now budget it as an expense at the beginning of the year. In 1988-89, however, this figure—approximately \$14,000—was added on at the end of the fiscal year.

Sometimes our budget expectations were surpassed. For example, we received approximately \$13,000 more income than we projected from publications sales. More often, however, our expenses were greater than anticipated, such as \$19,000 more than budgeted for printing the *American Archivist* and other publications.

Our projected dues income was \$7,000 lower than expected because we "lost" some members when we switched from an outside computerized mailing list to our own in the office, and some members were therefore carried free on our rolls. As a more minor example of increased costs, health insurance premiums for SAA staff increased about 15 percent last December. We have many other examples like these, of the unexpected—however small—altering our budgetary forecast.

The deficit results from our tenuous financial position. We have an inelastic financial situation with little margin and no cushion. Budget projections are imprecise, at best, but we simply don't have sufficient income to weather the unexpected. In a budget of over two-thirds of a million dollars, every \$500 or \$1,500 figure shouldn't have the importance it now commands. Our lost members should only have been a wrinkle, not a problem. If one hundred members don't show up for an annual meeting, the concern should not be financial.

I'm sorry it's the treasurer's role to relate financial problems—and even sorrier that that person is me—but the news for 1989-90, our current fiscal year, is no better. The budget Council adopted last June is the same starvation one we've had for the last few years. In addition to our normal tight con-

Statement 1				
The Society of American Archivists, Inc.				
Combined Balance Sheet				
All Funds				
30 June 1989				
	GENERAL FUND	GRANT FUNDS	SPECIAL PROJECT FUNDS	MEMORAN- DUM ONLY CURRENT YEAR
ASSETS				
Cash	\$ 88,599	\$107,119	\$241,027	\$436,745
Accounts' Receivable	38,706	12,787	—	51,493
Interfund Receivable	31,373	—	—	31,373
Inventory	32,106	—	—	32,106
Pre-Paid Expenses	6,510	—	—	6,510
Fixed Assets	46,869	—	—	46,869
TOTAL ASSETS	\$244,163	\$119,906	\$241,027	\$605,096
LIABILITIES AND FUND EQUITY				
LIABILITIES				
Accounts Payable	\$ 25,008	—	—	25,008
Accrued Payroll Taxes	1,189	—	—	1,189
Other Payables	6,279	—	—	6,279
Interfund Payables	31,373	—	—	31,373
Deferred Revenue	142,004	—	—	142,004
Compensated Absences	6,899	1,718	—	8,617
TOTAL LIABILITIES	212,752	1,718	—	214,470
FUND EQUITY				
Fund Balance	31,411	118,188	241,027	390,626
TOTAL FUND EQUITY	31,411	118,188	241,027	390,626
TOTAL LIABILITIES AND FUND EQUITY	\$244,163	\$119,906	\$241,027	\$605,096
The accompanying notes to the financial statements are an integral part of this statement.				

straints, this year we must fund the full salary of our education officer, as we promised the grant agencies we would do when they gave us education grants, years ago. In order to balance next year's budget, we must use \$40,000 of certification repayment for basic operations. We are not returning it to the general fund reserve from

which we borrowed it; it won't provide a cushion but will be spent. This example illustrates our tenuous finances, although it should ease your mind about the financial implications of certification. That money is actually bailing us out next year.

We have two options, cutting expenses and raising revenue. As for the former, we

Statement 2**Society of American Archivists****1 July 1988–30 June 1989****GENERAL FUND****Income and Expense Statement****RECEIPTS**

Dues—Individual	\$138,580
Dues—Institutional	48,705
AA/Newsletter/Emp Bul Ads & Subscriptions	41,786
Publications	123,538
Annual Meeting	137,821
Workshops	59,268
Interest	8,806
501(c)3	15,962
Administrative Fees	34,624
Other	<u>6,677</u>
Subtotal	<u>615,767</u>
Certification	<u>34,775</u>
Total Receipts	<u>650,542</u>

DISBURSEMENTS

Personnel	227,509
Rent & Utilities	22,667
General & Administrative	95,323
Annual Meetings	115,833
Workshops	28,603
<i>American Archivist</i>	66,881
<i>SAA Newsletter</i>	25,586
Publications for Sale	45,796
Representation	3,500
Committee/Selections/Task Force	10,191
Council	<u>8,707</u>
Subtotal	<u>650,596</u>
Certification	<u>52,885</u>
Total Disbursements	<u>703,481</u>
Excess (deficiency) of revenues over expenses	<u><u>\$(52,939)</u></u>

have economized all we can. There is no fat in our budget, and an SAA budget is certainly too lean for fraud and abuse. Cutting expenses further would mean cutting personnel which, just like any archives

budget, is the single largest expense. Each staff member performs an essential role for a national professional association, and our staff salaries are under the average for professional associations in Chicago.

Raising additional revenue remains the alternative, and it holds more promise. In the past, SAA has received considerable income from publications sales, and we are developing new publications. We're particularly hopeful about the income from the new basic manual series, although we won't realize the bulk of this new revenue source for two or three years. We've been applying for grants for special projects as well. You who have applied for, received, or reviewed grants know, however, that no grant-funding agency wants to fund basic operations, nor should we expect them to. In a new initiative, our membership committee is working on strategies to add new members. We have other plans to increase income, such as holding an annual giving campaign, and we're exploring building an endowment through a challenge or matching grant. We are also engaging in some long-term financial planning, so that we don't find ourselves lurching from crisis to crisis.

At its meeting last June, Council raised subscription rates for the *American Archivist* to more accurately reflect our costs. We also looked at institutional dues rates and are proposing to raise these later at this business meeting. In addition, an ad hoc committee is studying an individual dues increase for probable proposal at next year's annual business meeting. I chair the committee, and members are Archie Motley, Jim Fogerty, Roland Baumann and Donn Neal. Let me emphasize that we have no proposal to raise individual dues at this meeting. I am sounding the warning gong about next year. My description of our financial position surely helps explain why we can no longer ignore the issue of raising individual dues.

SAA last raised dues in 1980, so at next

year's annual meeting we will have had the same dues for ten years. SAA's expenses have risen enormously in ten years, yet we've tried to manage without a dues increase. Our time is running out. We've moved into deficit spending and are depleting our reserves, the general fund. Dues fund a declining percentage, now less than 27 percent, of our expenses. We can't continue on this course.

Over the course of the next year, we must study a dues increase thoroughly, and we intend to look at the dues structure—the categories that we have—just as diligently. We want as much information and feedback from members as we can get. We will have announcements, information, and calls for suggestions and responses in issues of the *SAA Newsletter*. We fully intend that all members have the opportunity to speak their minds, and that each has as much information as we can provide.

In summation, all is not bleak, and we are thinking of the future as well as trying

to solve present problems. We are not in a desperate situation, but we must give major attention to our finances.

I want to commend the SAA's new accountant, Jim Sauder. His expertise is invaluable, although when he found the lost-members problem, we wanted to blame the messenger. We have been asking Donn Neal, if not exactly to make silk out of a sow's ear, at least to work with very slim and shrinking resources. We should thank him as well, for his heroics with our budget.

On a happier note, we are a growing organization, and membership continues to rise. We are here at a very successful annual meeting. And a newspaper, the *St. Louis Post Dispatch*, finally correctly described us: "forward looking." I am confident that we can work together to make sure the Society's cash flow is as healthy as our professional outlook.

LINDA HENRY
Treasurer

Society of American Archivists Council Meeting Minutes Washington, D.C., 14-16 February 1986

Editor's Note: *It has recently come to our attention that the Minutes of the SAA Council meeting in February 1986, were inadvertently not printed in the American Archivist. Since the American Archivist is the journal of record of the Society, we are correcting this oversight in this issue.*

The winter meeting of the officers and members of Council of the Society of American Archivists was called to order by President Shonnie Finnegan at 3:10 P.M., on Friday, 14 February 1986 at the James Madison Building, Library of Congress. The meeting reconvened on February 15 and 16 at the Capitol Hill Hotel.

Attending the entire meeting were President Finnegan, Vice President William L. Joyce,

Treasurer Anne P. Diffendal, Council members Francis X. Blouin, Jr., Paul I. Chestnut, Larry J. Hackman, Edie Hedlin, Linda Henry, Anne R. Kenney, Eva Moseley, and Trudy Peterson. Council member Victoria Irons Walch joined the meeting on Sunday, 16 February.

Also attending the meeting were SAA executive director Ann Morgan Campbell and SAA staff member Antonia Pedroza.

The agenda was approved.

Report of the President

President Finnegan expressed her gratitude on behalf of Council to Chestnut and to the Library of Congress for providing Council's meeting facilities.

Finnegan reported that a pro-

posed Membership Committee had been approved by mail ballot. She will appoint a chair and members of the Committee.

Appointed to the Resolutions Committee for the 1986 annual meeting were Anne Kenney, Paul Chestnut, and Victoria Walch, chair.

The AAM/AASLH/SAA Joint Committee on Minorities has asked to be dissolved. The request came from Philip P. Mason, Wayne State University, the Committee's chair. The respective representatives have been notified.

Lawrence McCrank, Auburn University, wrote to President Finnegan, suggesting that SAA participate in the 500th anniversary of Christopher Columbus's discovery (1992). Maygene Daniels, chair of the

International Affairs Committee, has corresponded with McCrank, at Finnegan's request, regarding the proposal.

Report of the Executive Director

Executive Director Campbell reported that funding from the Andrew W. Mellon Foundation has been received for the education project. Second- and third-year funding from the NHPRC (National Historical Publications and Records Commission) is tentative, pending future appropriations. The implementation of the education grant has been discussed with the Executive Committee and will be considered by the project's advisory committee as well.

Campbell gave a status report on the nomination of an Archivist of the U.S.

The status of the SAA office automation process was also reviewed. Campbell reported that fifteen vendors responded to SAA's Request for Proposal (RFP). Approximately five vendors will demonstrate their systems. SAA has hired a consultant. The system will be phased in beginning with the annual meeting.

Report of the Executive Committee

Hackman, Council's representative on the Executive Committee, reported that the Committee had met earlier in the day to discuss the agenda for the meeting and make minor adjustments to allow enough discussion; and to discuss the candidate interviews for the position of executive director and the terms and conditions for the new director.

Search for Executive Director

Council met in executive session to discuss the search for a new executive director. Joyce,

chair of the Screening Committee, presented his report. Council also discussed SAA staff involvement in the interview process.

Council reconvened at 9:15 A.M. on Saturday, 15 February to discuss further the search process.

Council reconvened at 9:10 A.M. on Sunday, 16 February.

Council Priorities

Hackman reported that the Ad Hoc Committee on Council Priorities, consisting of Kenney, Moseley, and Hackman, chair, recommends that Council adopt the five priorities, drawn from the work of the Task Force on Goals and Priorities, that ranked highest in a poll of Council members. Hackman stressed that the priorities are meant to aid the work of the staff, Council, and the Society's reporting groups.

Peterson moved that Council adopt the five priorities and endorse the procedure of setting priorities for Council. The motion was seconded by Henry and passed.

The five current priorities are:

- develop, implement, and monitor standards for establishing professional competence and for archival programs;
- train archivists to plan for the development of their programs and resources;
- develop comprehensive educational programs;
- promote the development of coordinated and cooperative collecting strategies; and
- educate records creators about the benefits and obligations of preserving documentation of enduring value.

Council expressed its gratitude to the committee for its work and asked that the com-

mittee stay intact through the transition period.

Professional Standards Committee

Edmund Berkeley, Jr., University of Virginia, and John Fleckner, Smithsonian Institution, were elected to serve one-year terms on the Professional Standards Committee.

Certification

Moseley reported to Council on the status of the consideration of the individual certification issue. Council discussed the possibility of representation at the regional meetings, a ballot or poll, and external funding of the start-up of a program. Washington-area Council members will meet to assess responses to the certification program and explore the possibility of external funding.

Appointments

Blouin reported for the Council Ad Hoc Committee on Appointments. The Committee recommends the creation of a database to assist the SAA office with membership terms, goals, and performance of the various reporting groups.

Additionally, the Committee recommends that SAA appointments to the National Historical Publications and Records Commission be recommended by the president and approved by vote of Council. Blouin moved that Council adopt the report of the Committee. The motion was seconded by Hackman and passed with Joyce abstaining.

Sections and Roundtables

Henry, chair of the Council Committee on Sections and Roundtables, reported that the Guidelines for Sections require minor revisions. She will make them and forward the new version to the SAA office for distribution.

Guidelines for creating a roundtable were published in the May *SAA Newsletter*. Applications were received from four groups. Council approved the creation of the following roundtables: Archival History and Congressional Papers. The roundtables on Performing Arts and Labor Archives were approved pending the meeting of minimum membership requirements. Henry will notify the roundtables. Reimbursement for postage will be based on the membership lists supplied with the annual reports of the groups.

Clearinghouse

Walch reported that the report on the NAGARA clearing-

house project is almost finished. It will propose several approaches to establishing an archival clearinghouse and require the consideration of the Society and other interested bodies. Her report will be distributed once it is available.

Elements of a National Historical Records Program

Hackman provided information on the NHPRC's consideration of the elements of a broad material historical records program. At its next meeting, the Commission will vote on a report issued earlier. Council agreed that there was insufficient information to vote.

Council will seek more information.

Committee on Goals and Priorities

Chestnut reported that the report was being finalized. Any comments should be sent to the chair of the Committee, John Fleckner.

Other Business

Council selected the dates of 14-16 June 1986 for its budget meeting.

The meeting was adjourned at 12:25 P.M.

ANN MORGAN CAMPBELL
Executive Director

The American Archivist

EDITORIAL POLICY

The *American Archivist* is the quarterly journal of the Society of American Archivists. It seeks to reflect thinking about theoretical and practical developments in the archival profession, particularly in North America; about the relationships between archivists and the creators and users of archives; and about cultural, social, legal, and technological developments that affect the nature of recorded information and the need to create and maintain it.

Journal Format

The *American Archivist* has several departments to accommodate a variety of types and lengths of articles. **Research Articles** are analytical and critical expositions based on original investigation or on systematic review of literature. Subjects of broad interest are preferred. Direct inquiries to David Klaassen at (612) 624-4377.

Case Studies are analytical reports of projects or activities in a specific setting that offer the basis for emulation or comparison in other settings. Direct inquiries to Susan E. Davis at (608) 833-0089.

Perspectives are commentaries, reflective or opinion pieces, and other relatively informal presentations addressing issues or practices that concern archivists and their constituents. Direct inquiries to Scott Cline at (206) 684-8353.

The **International Scene** may include elements of any of the above formats in covering archival developments outside the United States. Direct inquiries to Marjorie Barritt and Nancy Bartlett at (313) 764-3482.

Surveys are invited essays that review the developments (as opposed to the literature) in specified areas in a way that describes particular initiatives and places them in the context of broader trends. Direct inquiries to David Klaassen at (612) 624-4377.

The **Reviews** department evaluates books and other archival literature as well as the tools and products of archival activity such as finding aids, microfilm editions, audio-visual materials, exhibits, and computer software. On occasion it includes review essays to permit comparative analysis of related publications. Reviewers are selected by the Reviews editor. Direct inquiries to Anne R. Kenney at (607) 255-6875.

The **Forum** contains letters to the editor commenting on recently published articles or other topics of interest to the profession.

Manuscript Submission Requirements

Manuscripts should be typed in English on white paper 8½-by-11 inches in size (computer-printed documents are preferred to be in near-letter-quality mode). Both text (including lengthy block quotations) and footnotes should be double-spaced with the notes following the text, not at the foot of each page. 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. The preferred maximum length is 6,000 words for research articles and surveys and 3,000 words for case studies and perspectives. All articles should be accompanied by a 100-word abstract.

Four copies of the manuscript should be submitted for research articles, and two copies for all other types of articles.

Illustrations are welcome in all departments. Only photocopies of photographs need be included with the initial submission of an article. Glossy 8-by-10 inch originals will be

EDITORIAL POLICY

required when and if the article is accepted for publication. Similarly, figures and charts can be submitted initially in rough form, but authors must be prepared to provide camera-ready artwork or illustrations if their articles are accepted.

Editors of the *American Archivist* use the *Chicago Manual of Style*, 13th edition (University of Chicago, 1982), as the standard of style and footnote format, and *Webster's Third New International Dictionary of the English Language*, (G. & C. Merriam Co., 1971) for spelling. 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. Authors' variations from these standards should be minimal and purposeful.

Manuscripts prepared on computers can dramatically improve the speed and accuracy of editorial text handling. Authors should indicate at the time of initial (hard copy) submission if their manuscripts are available in electronic form, identifying the type of computer, the word-processing program, and the diskette size. Upon acceptance, the editors will advise on whether to send a computer data file on diskette as well as a typescript copy.

The *American Archivist* will not consider a manuscript that is being reviewed by another journal at the same time, nor will it normally consider an article that has been published previously in a similar form.

The author is responsible for understanding and following the principles that govern the "fair use" of quotations and illustrations and for obtaining written permission to publish, where necessary. Accuracy in footnote citations is also the author's responsibility, although the editors may occasionally confirm the accuracy of selected citations. Authors are required to assign copyright of their work to the journal but can expect to receive permission for subsequent use of their own work without restriction.

Authors wanting to submit manuscripts or to obtain more detailed guidelines should contact Teresa Brinati, Managing Editor, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605. Telephone: (312) 922-0140.

Review and Production Procedures

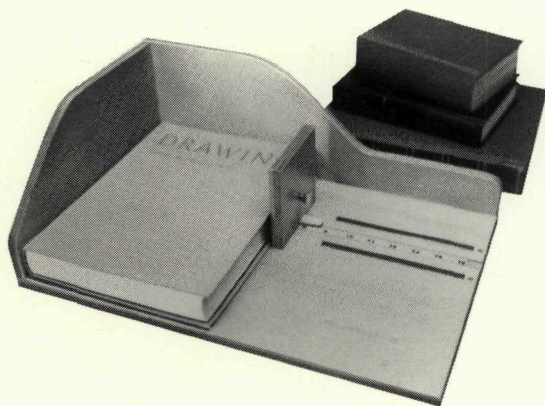
Research article manuscripts are submitted (without the author's name) to qualified readers to evaluate them and recommend acceptance, rejection, or revision. Submissions to the Case Studies, Perspectives, and International Scene departments are normally not sent out for peer review, although the department editors may seek an outside evaluation if they believe it appropriate. Author notification of a final decision normally takes a minimum of eight to ten weeks if a peer review is involved, and a shorter time for editorial review only. Acceptance for publication is usually on the condition that specified revisions be made. If an article is accepted, the author will be requested to prepare a brief biographical sketch to accompany the published article. Authors are given the opportunity to approve all editorial changes and to review galley or page proofs for correction of printers' errors. The minimum editorial and production cycle—which includes receipt of a manuscript, review, acceptance, revision, page makeup, printing, and distribution—is between six and nine months; various factors can extend that time period.

Authors will receive ten tear-sheets of their articles without charge; reviewers receive two tear-sheets. Additional reprints may be ordered with a form enclosed at the time galley proofs are sent to the author for review.

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