

Subscription Information

The *American Archivist* is published quarterly by the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605. Postmaster: send address changes to the *American Archivist*, 600 S. Federal, Suite 504, Chicago, Illinois 60605. Subscriptions: \$75 a year to North American addresses, \$90 a year to other addresses. Single copies are \$15 for magazine copies and \$18 for photocopies.

Articles and related communications should be sent to Teresa M. Brinati, Managing Editor, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605. Telephone: (312) 922-0140. Advertising correspondence, membership and subscription correspondence, and orders for back issues should be sent to SAA at the address above. Requests for permission to reprint an article should be sent in writing to SAA at the above address. Claims for issues not received must be received by SAA headquarters within four months of issue publication date for domestic subscribers and within six months for international subscribers.

The *American Archivist* is available on 16 mm microfilm, 35 mm microfilm, and 105 mm microfiche from University Microfilms International, 300 N. Zeeb Road, Ann Arbor, MI 48106-1346. When an issue is out of stock, article and issue photocopies may also be obtained from UMI. The *American Archivist* is indexed in *Library Literature* and is abstracted in *Historical Abstracts*; book reviews are indexed in *Book Review Index*.

©The *American Archivist* is printed on an alkaline, acid-free printing paper manufactured with no groundwood pulp that meets the requirements of the American National Standards Institute—Permanence of Paper, ANSI Z39.48-1992. Typesetting and printing of the *American Archivist* is done by Imperial Printing Company of St. Joseph, Michigan.

The *American Archivist* and the Society of American Archivists assume no responsibility for statements made by contributors.

©The Society of American Archivists 1993. All rights reserved. ISSN 0360-9081. Second class postage paid at Chicago, Illinois, and additional mailing office.



***"If we are
successful as
archivists, the
historical record
will speak for this
past in a full and
truthful voice.
And, as a society,
we will be wiser
for understanding
who and where
we have been."***

JOHN A. FLECKNER

Presidential Address
1990

Realize YOUR potential as an archivist!

Join the Society of American Archivists (SAA) and participate in a national organization devoted to providing the professional, educational, and technical resources that you need to achieve your goals.



Yes, I am interested in membership.

NAME _____

INSTITUTION _____

MAILING
ADDRESS _____

CITY _____

STATE _____

ZIP _____

COUNTRY _____

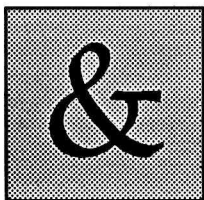
PHONE () _____

PLEASE RETURN THIS FORM TO:

The Society of American Archivists
600 S. Federal, Suite 504
Chicago, IL 60605

phone (312) 922-0140 or fax (312) 347-1452

Preservation Of Electronic Formats



Electronic Formats for Preservation

edited by Janice Mohlhenrich

How will we preserve electronic journals? What is the future for microfilming? How long will CDs last? What are CDs made of? How should we store this kind of material? What is scanning all about and what part will it play in preservation?

Based on the 1992 Electronic Preservation Conference sponsored by the Wisconsin Preservation Program, this work addresses the issues concerning this fast-changing technology. The book focuses on durability and longevity of specific electronic formats, the best possible preservation methods, costs of imaging techniques, and the appropriateness of these formats for libraries and archives. Includes an index and annotated bibliography.

Published by Highsmith Press (1993) 128 pp., softcover
\$25 SAA members, \$30 nonmembers
plus \$5.75 shipping/handling

**To order, contact SAA Publications at
(312) 922-0140 ext. 21**

PREPAYMENT REQUIRED. VISA AND MASTERCARD WELCOME.

Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605



PUBLICATIONS

The Management of College and University Archives

William J. Maher

The basic elements required for an archival program to meet the documentary needs of a college or university are introduced in this publication. Recommended for academic archivists and related professionals.

(1992), 430 pp., hard cover

\$45 SAA members, \$49.50 nonmembers, plus \$5.50 shipping/handling

Without Consent: The Ethics of Disclosing Personal Information in Public Archives

Heather MacNeil

Theoretical and practical issues associated with the administration of access to government-held personal information are explored in this publication.

(1992), 200 pp., hard cover

\$24 SAA members, \$27.50 nonmembers, plus \$5.50 shipping/handling

Varsity Letters: Documenting Modern Colleges and Universities

Helen W. Samuels

A functional study of colleges and universities, this publication is intended to aid those responsible for the documentation of such institutions.

(1992), 296 pp., hard cover

\$25 SAA members, \$29.50 nonmembers, plus \$5.50 shipping/handling

Co-published by
The Society of American Archivists and
Scarecrow Press, Inc.

**Contact SAA Publications Department
(312) 922-0140 ext. 21**

The Society of American Archivists • 600 S. Federal, Suite 504 • Chicago, IL 60605

I N F O R M A T I O N H A N D L I N G I N O F F I C E S A N D A R C H I V E S

by Angelika Menne-Haritz

This book is the result of an international symposium held in Marburg, Germany, October 1991, on the impact of technologies on information handling in offices and archives. Attended by experts from the fields of archival science, public administration, psychology, economics, and standards, the aim was to define basic archival problems by comparing and contrasting European and American experiences with information technologies. As a forum for ideas on dealing with new electronically-recorded data, the book also explores the limitations of traditional methods and the extent of their adequacy for dealing with new tasks.

Published by KG Saur - Germany (1993) 20 pp., hardback

\$50 SAA members

\$55 nonmembers

plus \$6.75 shipping/handling

**To order, contact SAA Publications
(312) 922-0140 ext. 21**

Prepayment required. Visa and Mastercard welcome.

Society of American Archivists • 600 S. Federal, Suite 504 • Chicago, IL 60605

Automating the Archives: A Beginner's Guide

by Richard M. Kesner and Lisa B. Weber

This brief technical leaflet will assist archivists and others looking to computerize their operations. The approach is project-management oriented, summarizing a proven methodology that encompasses operational needs assessments, work plan development, project implementation, and ongoing systems support. Also included are three implementation scenarios, a discussion of the MARC record format, archival information exchange, and a list of critical automation project management success factors.

Published by Society of American Archivists (1991)

8 pp., paper

\$3.50 SAA members, \$5 nonmembers,
includes shipping/handling; prepayment required

To order, contact:



**Society of American Archivists
600 S. Federal, Suite 504, Chicago, Illinois 60605
(312) 922-0140 ext. 21**

ARCHIVAL FUNDAMENTALS SERIES

The Ultimate Resource

The seven titles in the Society of American Archivists' ARCHIVAL FUNDAMENTALS SERIES are an education in modern archival theory and practice. These volumes will enhance the knowledge and skills of archivists, general practitioners, and specialists who perform a wide range of archival duties in all types of archival and manuscript repositories. They discuss the theoretical principles that underlie archival practice, the functions and activities common within the archival profession, and the techniques that represent the best practice. The ARCHIVAL FUNDAMENTALS SERIES is *the* ultimate resource for archivists, historians, curators, and librarians concerned with successfully managing their collections.

Understanding Archives and Manuscripts

James M. O'Toole (1990) 79 pp., paper

Selecting and Appraising Archives and Manuscripts

F. Gerald Ham (1993) 106 pp., hard cover

Arranging and Describing Archives and Manuscripts

Fredric M. Miller (1990) 131 pp., paper

Preserving Archives and Manuscripts

Mary Lynn Ritzenthaler (1993) 228 pp., hard cover

Providing Reference Services for Archives and Manuscripts

Mary Jo Pugh (1992) 130 pp., paper

Managing Archival and Manuscript Repositories

Thomas Wilsted and William Nolte (1991) 106 pp., paper

A Glossary for Archivists, Manuscript Curators, and Records Managers

Lewis and Lynn Lady Bellardo (1992) 48 pp., paper

BUY SIX—GET ONE FREE!

All seven titles in the ARCHIVAL FUNDAMENTALS SERIES:

~~\$181~~ \$114 SAA members; ~~\$175~~ \$150 nonmembers

plus postage and handling

TO ORDER, call SAA Publications at (312) 922-0140, ext. 21

Use your Visa or Mastercard!



Society of American Archivists
600 S. Federal, Suite 504, Chicago, IL 60605