



THE SOCIETY of  
AMERICAN ARCHIVISTS

*"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

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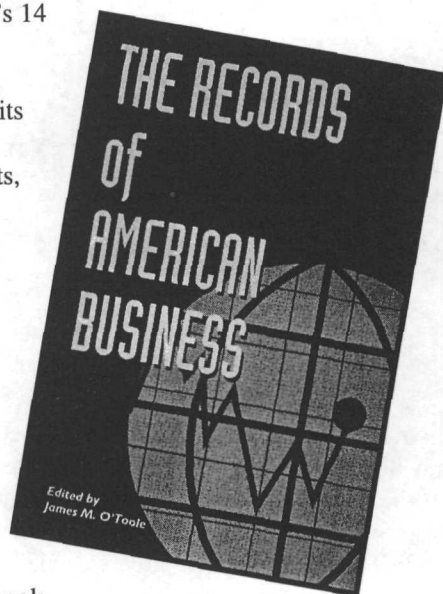
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AVAILABLE  
AUGUST 1997

# THE RECORDS OF AMERICAN BUSINESS

*Edited by James M. O'Toole*

This dynamic book explores the challenges of preserving the documentary record of American business enterprise, large and small. The book's 14 essays explore such topics as the evolution of corporate archives, structural and functional analysis of records, electronic information and its impact, decision-making and organizational culture, visual and moving images as documents, business history as popular history, and guidelines for determining which organizations to document and which records to save. The contributors—drawn from major archival programs across the United States, Canada, and the United Kingdom—have thoughtfully considered the special problems and opportunities in preserving the records of local and international business. For those whose archival responsibilities include the selection and care of this documentary material, these essays will provide insight, advice, and encouragement. Beyond that, the book presents a timely discussion of issues that are of pressing, day-to-day concern to all archivists.



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# IT'S THE LAW

## **COPYRIGHT LAW FOR UNPUBLISHED MANUSCRIPTS AND ARCHIVAL COLLECTIONS**

by Robert Cogswell

Copyright law has become harder to enforce and interpret. The line should be drawn by the law, but many decisions are judgement calls, and the judgement required will often be that of an archivist. This publication addresses a broad range of issues relating to copyright, as well as cites leading cases and includes a variety of exemplary forms and policies.

The power of copyright law over the shape of a culture is pervasive and enduring. Archivists rest on the line between the right of the creative intellect to the fruit of her labor and the need of the public to know. Archival materials may be subject to myriad limitations on use, imposed both by government and by donors. Donors who make gifts to archives should be protected from injury to whatever rights they retain in the records deposited. At the same time, archives must serve the demands of scholarship and further, the right of the general public to know. This book is essential reading.

New York: Glanville Publications, Inc., 1992  
soft cover, 120-pp.

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## CASE STUDIES

### **Electronic Records Management as Strategic Opportunity: A Case Study of the State University of New York Office of Archives and Records Management**

PREPARED BY THOMAS J. GALVIN AND RUSSELL L. KAHN

This case study addresses the question of how to jump-start an archives and records management program by first addressing electronic records issues. Although the subject is a massive state university system, the question is also applicable to smaller institutional archives. (Society of American Archivists, 1996)

CASE STUDY (22 pp.)  
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TEACHING NOTES (14 pp.)  
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### **Using Information Technologies to Build Strategic Collaborations: The State of Alabama as a Test Case A Case Study in Archives Management**

PREPARED BY CHARLES M. DOLLAR AND DEBORAH S. SKAGGS

This case study provides both a realistic and practical context in which to explore various facets of how archives and records management programs can ensure that new and emerging technologies support public recordkeeping requirements for long-term preservation and access. (Society of American Archivists, 1996)

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### **Prison Inmate Records in New York State: The Challenge of Modern Government Case Records - A Case Study**

PREPARED BY THOMAS D. NORRIS

This case study provides a setting for one of the most significant and difficult questions facing government archivists and records managers today: how to manage voluminous and technically complex modern case records documenting interactions between individuals and government. (Society of American Archivists, 1996)

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### **Policy and Politics: The Archival Implications of Digital Communications and Culture at the University of Michigan**

PREPARED BY ANNE GILLILAND-SWETLAND

This case study reviews the digital communications environment and culture at a major university and suggests a viable strategy for academic archivists coping with similar situations. (Society of American Archivists, 1996)

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# 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.

The *American Archivist* is a refereed journal. Each submission will be reviewed by experts in the subject matter of the submission and a final decision for publication will be based on this review.

### Journal Format

The *American Archivist* features a variety of types and lengths of articles. Except for book reviews, all inquiries and submissions should be directed to Philip B. Eppard, Editor, the *American Archivist*, State University of New York at Albany, School of Information Science & Policy, 135 Western Ave./113 Draper, Albany, NY 12222. Telephone: (518) 442-5128. Fax: (518) 442-5367. E-mail: pbe40@cnsibm.albany.edu.

**Research Articles** are analytical and critical expositions based on original investigation or on systematic review of literature. A wide variety of subjects are encouraged.

**Case Studies** are analytical reports of projects or activities that take place in a specific setting and offer the basis for emulation or comparison in other settings.

**Perspectives** are commentaries, reflective or opinion pieces, addressing issues or practices that concern archivists and their constituents.

**International Scene** pieces may include elements of any of the above formats in covering archival developments outside the United States.

**Professional Resources** can be annotated bibliographies, other items designed for practical use within the profession, or 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.

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 Barbara Craig, Faculty of Library and Information Science, University of Toronto, 140 St. George Street, Toronto, Ontario, M5S 3G6 Canada. Telephone: (416) 978-7093. Fax: (416) 971-1399. E-mail: craig@flis.utoronto.ca.

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 8<sup>1</sup>/<sub>2</sub>-by-11 inches in size. Computer-printed documents are preferred to be in near-letter-quality mode. Both text (including lengthy block quotations) and endnotes should be double-spaced 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 8,000 words for research articles and surveys and 3,000 words for case studies and perspectives, but these length requirements can be waived for certain articles in consultation with the editor. All articles should be accompanied by a 100-word abstract and author's biographical statement.

Four copies of the manuscript should be submitted for all 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 required when and if the article is accepted for publication.

Editors of the *American Archivist* use the *Chicago Manual of Style*, 14th edition (University of Chicago, 1993), as the standard of style and endnote format, and *Webster's Third New International Dictionary of the English Language* (Merriam-Webster Inc., 1995) for spelling. Terms having special meanings for members of the profession should conform to the definitions in Lewis J. and Lynn Lady Bellardo, comps., *A Glossary for Archivists, Manuscript Curators, and Records Managers* (Chicago: Society of American Archivists, 1992). Authors' variations from these standards should be minimal and purposeful.

It is expected upon acceptance that authors will provide copies of their manuscript on diskette. At this time, it is preferred to receive manuscripts composed in Microsoft Word 6.0, but the editor can accommodate any other word processing software.

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. A separate reprinting policy has been prepared, but normally reprinting will be initiated by the editor.

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 endnote 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.

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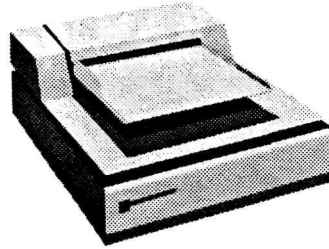
Manuscripts are sent out (without the author's name) for peer review by two readers who evaluate them and recommend acceptance, rejection, or revision. Author notification of a final decision normally takes a minimum of eight to ten weeks. Acceptance for publication is usually on the condition that specified revisions be made. Authors are given the opportunity to approve editorial changes and to review 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 approximately twelve months; various factors can affect that time period.

Authors will receive two complimentary copies of the journal in which their articles appear; reviewers receive two tear-sheets. Reprints/offprints may be ordered at the time page proofs are sent to the author for review.

**Additional Inquiries**

Address additional inquiries about the *American Archivist* to: Teresa Brinati, Managing Editor, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605. Telephone: (312) 922-0140. Fax (312) 347-1452. E-mail: [tbrinati@archivists.org](mailto:tbrinati@archivists.org).

# DIGITAL IMAGING FOR LIBRARIES AND ARCHIVES



BY ANNE R. KENNEY AND STEPHEN CHAPMAN

This guide will prove useful to all staff involved in the use of digital imaging technology, but is primarily intended for librarians and archivists who are contemplating or initiating programs to respectively convert the full contents of research materials to digital form. Issues addressed range from selection (and reselection) to conversion, to creating access versions on-screen and in-print, and to ensuring long-term viability.

Published by Cornell University (1996)

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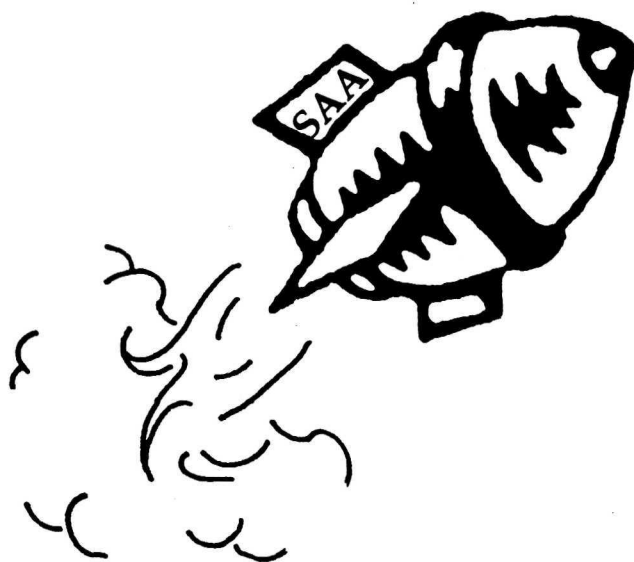
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Founded in 1936, the Society of American Archivists is the oldest and largest national archival professional association in North America. Committed to meeting the needs of the archival profession in every way possible, SAA is *your* professional resource for:

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**Scholarly Articles** - The semi-annual journal *American Archivist* offers in-depth articles on archival theory and practice, reviews of pertinent literature, and reports on international archival activities.

**Resources** - The *SAA Publications Catalog* features more than 120 titles vital to archivists and allied professionals. All titles are available to members at a special discounted rate.

**Professional News** - The bimonthly newsletter *Archival Outlook* highlights up-to-the-minute news and information essential to the archival community, reports on SAA activities, details upcoming events, awards, educational offerings, and lists position announcements.

**Continuing Education** - SAA-sponsored workshops provide an unmatched opportunity to investigate new archival practices and developing technologies which will strengthen your present knowledge and skills and prepare you for the new millennium.

**Career Opportunities** - The *SAA Employment Bulletin* is a bimonthly listing of professional opportunities.

**Professional Development** - The SAA annual meeting, held in late summer in different cities throughout the country, includes a wide array of informative program sessions, preconference workshops, tours of local repositories, and special events.

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