SAA

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
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Archival Resources:
Bringing the world's archives to the desktop

Today's methods of education, inquiry, and scholarship depend on access to all the products of human endeavor and experience. Archives and other collections of primary sources—oral histories, letters, unpublished notes and manuscripts, records of corporate and governmental operations, and much more—are vital to such work, but too often out of reach or awareness. "Books are easy! It is the scholarly resources hidden in archives that we need to make more visible" *(David Stam, Syracuse University, 1998).*

In the 1980s, the Research Libraries Group played a major role in developing the online format for cataloging archival and mixed collections, resulting in a database that today is approaching half a million *descriptive records of archival collections and items.* **Now**, RLG has integrated access to this resource with use of over 3,000 *online finding aids*—the detailed collection guides or inventories that reveal where a collection came from, how it is arranged, and what it contains. And both the catalog records and detailed collection guides can provide a further resource: a link to digitized archival materials themselves.

Access to RLG's new **Archival Resources service** is by annual subscription. A flat fee gives an institution or department unlimited access for its users—up to a selected ceiling on simultaneous searching. The service is Web-based and uses the newest generation of RLG's Eureka® searching interface, which supports both simple searches and sophisticated interrogation with uncluttered, understandable displays and constant, but unobtrusive contextual help.

RLG has been involved with the archival community in the evolution of the standard on which this new service is based. Encoded Archival Description is an implementation of Standard

Generalized Mark-up Language that retains the hierarchy of the often complex finding aids. This, together with RLG's centralized indexing and display features, gives the users of **Archival Resources** powerful searching across finding aids, across collections, across institutions, and across oceans. **Archival Resources'** content comes from major research, academic, and national libraries, archives, and museums in North America and the UK. More finding aids are being added by RLG's members and like-minded research institutions.

Providing one point of access to a wealth of archival collections increases the likelihood of finding the information the researcher seeks—and makes possible the discovery of other data not even considered, opening new avenues of research. It makes archival access broader, more affordable, and more precise.

"The more research-like education gets, the better prepared students will be to deal with the information society. It is in primary materials more than any other place that barriers to access have existed" *(Peter Lyman, University of California at Berkeley, 1996).* RLG's **Archival Resources** offers faculty, students, librarians, archivists, and others centralized access to significant primary sources located in repositories throughout the world. With this new service, the barriers are coming down.

To learn more about subscribing or contributing to **Archival Resources**, visit **RLG's booth at SAA** this September, call **1-800-537-7546**; or send e-mail to **bl.ric@rlg.org**.

The Research Libraries Group is a not-for-profit corporation devoted to improving access to information that supports research and learning. RLG's international membership base includes universities, national libraries, archives, historical soiceities, museums, and independent research collections. Institutions and individuals around the world can take advantage of the information discovery and delivery services developed by RLG and its members.

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Selected Recent Guides and Finding Aids Received by the *American Archivist*

British Archives: A Guide to Archive Resources in the United Kingdom. By Janet Foster and Julia Sheppard. 3rd ed. New York: Stockton Press, 1995. lxiv, 627 pp. Index. ISBN: 1561591726.

International Council on Archives. *Guide to the Sources of Asian History: India 3.6, Directory of Custodial Institutions.* New Delhi: National Archives of India, 1994. vii, 292 pp. Index.

The Constance Beresford-Howe Papers: An Inventory of the Archive at the University of Calgary Library. Complied by M. Chevrefils, edited by A. Steele. Calgary: University of Calgary Press, 1996. xlii, 87 pp. Indexes. Illustrations. ISBN: 1895176700. ⊗

Guide to the Records of Merseyside Maritime Museum. Compiled by Gordon Read and Michael Stammers. Trustees of the National Museums and Galleries on Merseyside/International Maritime Economic History Association, 1995. xiii, 153 pp. ISBN: 0969588577.

Hospital Patient Case Records: A Guide to their Retention and Disposal. By Hamish Maxwell-Stewart, Julia Sheppard and Geoffrey Yeo. Wellcome Institute for the History of Medicine. Health Archives Group, 1996. 28 pp. Appendices. ISBN: 0950386855.

A Guide to the Resources in the Bentley Historical Library. Compiled by Kathleen Koehler, Christine Weidman and Marjorie Barritt. Ann Arbor, Mich.: The Board of Regents of the University of Michigan, Bentley Historical Library, University of Michigan, 1996. 36 pp. Illustrations.

Archives de France. *Les archives personnelles des scientifiques: classement et conservation.* Paris: Archives nationales, 1995. 98 pp. ISBN: 2860002421.

Guide to Oral History Collections in Louisiana. Edited by David Rishards and Tara Zachary. Williams Center for Oral History Series, Volume 1. Baton Rouge: Louisiana State University Press, 1996. x, 100 pp. Indexes. ISBN: 0807120898.

Guide to the Smithsonian Archives. Archives and Special Collections of the Smithsonian Institute, #5. Washington: Smithsonian Institution Press, 1996. liii, 96pp. Indexes.

Writings on African Archives. By John McIlwaine. London: Hans Zell Publishers, 1996. 297 pp. Index. ISBN: 187383666X.

Etat Sommaire des Archives D Entreprises. Tome III. Conservee aux Archives Nationales. Serie AQ. (120 AQ a 215 AQ). By Francoise Hildesheimer and Bertrand Joly. Paris: Archives Nationales, 1996. 509 pp. Index. ISBN: 2860002480.

Guide du lecteur des Archives de la Marine. Etat des repertoires et inventaires. Elements de bibliographie. Troisieme edition. By Erik Le Maresquier. Vincennes: Service historique de la Marine, 1995. 85 pp.

Articles Describing Archives and Manuscript Collections in the United States. An Annotated Bibliography. Compiled by Donald W. Dewitt. Westport, Conn. Greenwood Press. 1997. 458 pp. index. $89.00 ISBN: 0313295980. ⊗

Virtual Roots. A Guide to Genealogy and Local History in the World Wide Web. By Thomas J. Kemp. Washington: Scholarly Resources. 1997. 279 pp. ISBN: 0842027203 paper. $24.95. Cloth 65.00.

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 Contents

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) 442-5115. Fax: (518) 442-5367. E-mail: p.eppard@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, audiovisual 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@fis.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 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 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 97, 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.

Review and Production Procedures

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, 527 S. Wells St., 5th Floor, Chicago, IL 60607. Telephone: (312) 922-0140. Fax (312) 347-1452. E-mail: tbrinati@archivists.org.

SAA

THE SOCIETY *of*
AMERICAN ARCHIVISTS

At your service . . .

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:

Connecting and Communicating with more than 4,600 individuals and institutions committed to the identification, preservation, and use of records of historical value. SAA's membership serves in government agencies, academic institutions, historical societies, businesses, museums, libraries, religious organizations, professional associations, and numerous other institutions.

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 Professional Resources Catalog* features more than 130 titles vital to archivists and allied professionals. All titles are available to members at a special discounted rate.

Professional News - *Archival Outlook,* the bimonthly newsletter, highlights the latest 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 online and print editions of the *SAA Employment Bulletin* list job announcements. The Mentoring Program is designed to encourage the communication of knowledge and experience between archivists.

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.

*Call today to find out how SAA
can meet your professional needs!*

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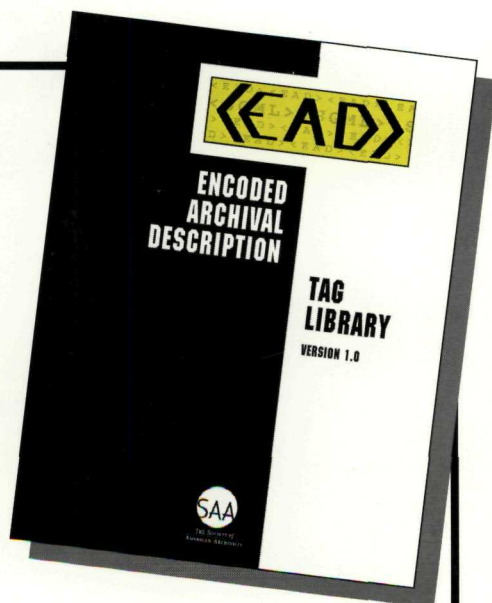
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