

Subscription Information

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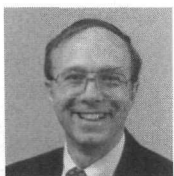
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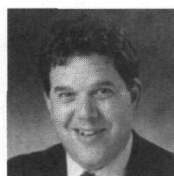
Nicholas C. Burckel is Dean of Libraries and Associate Professor of History at Marquette University and a presidential appointee to the National Historical Publications and Records Commission. Formerly he was Associate Dean of Libraries at Washington University and adjunct Associate Professor in the University of Missouri's School of Library and Information Science. He is a Fellow of the Society of American Archivists and former president of the Midwest Archives Conference and Regent of the Academy of Certified Archivists. He served as a Council on Library Resources management intern at the University of Chicago and as a senior fellow at the Palmer School of Library and Information Science. His books and articles deal with history, archives, and librarianship.



Karen Collins is a reference librarian at North Carolina State University in Raleigh, North Carolina. She has a bachelor of science degree in physics and previously taught high school physics in Santa Barbara, California. Her paper, for which she was awarded the 1997 Theodore Calvin Pease Award, was written in partial fulfillment of the requirements for the master of science degree in library science at the University of North Carolina at Chapel Hill in March 1997.



Maggie Yax is the Albert B. Sabin Archivist at the Cincinnati Medical Heritage Center of the University of Cincinnati Medical Center Libraries. She holds an M.L.S. from the University of Illinois at Urbana-Champaign and a B.A. in journalism from Michigan State University. Her interest in special collections and archives began even before she earned her M.L.S., and inspired her to write articles on such diverse topics as artists' books and the history of medicine collections. She also researched, organized, and installed an exhibit at the University of Illinois entitled *Five Centuries of Women Book Artists: Printers and Engravers, 1478-1984*.



Richard M. Kesner currently serves as Vice President for Planning and New Opportunity Development for New England Services, Inc., the servicing arm of The New England, a major U.S. financial services company. Until recently, he served as a coordinator of Babson College's reengineering efforts as well as its Chief Information Officer. He was concurrently President and Senior Consultant for RMK Associates, a management, strategic planning, and MIS consulting firm, working with banks, insurance companies, professional and consulting organizations, and a wide range of public institutions. Kesner holds an M.A. and Ph.D. from Stanford University, and an A.B. and M.B. from Oberlin College.



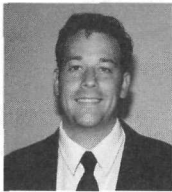
Wendy M. Duff is an assistant professor at the University of Toronto, Faculty of Information Studies where she teaches classes in records management, electronic records management, and archival description. While earning her Ph.D. from the University of Pittsburgh, Duff was project coordinator for the University of Pittsburgh Electronic Recordkeeping Project. Prior to receiving her doctorate, Duff worked in archives and libraries for more than a decade. She has also given many workshops and written numerous articles on various aspects of electronic records and archival description.



Jean-Stéphien Piché graduated with a masters in history from the Université de Montréal in 1992. Since 1990 he has been a government records archivist at the National Archives of Canada. He has published in *Archivaria* and *Les actes du XXI^e congrès de l'association des archiviste du Québec*. This article builds upon previous presentations at ASIS (1995), ACA (1996), and the AAQ (1997) and also summarizes an Intranet pilot project the author undertook at the National Archives in 1996-1997.



Andrea Watson was special collections librarian for reference services in the William Stanley Hoole Special Collections Library at the University of Alabama at the time this article was written. She has since retired and is currently working as a freelance artist and image researcher.



P. Toby Graham is special collections librarian at the University of Southern Mississippi. He received his Ph.D. in library and information studies at the University of Alabama in May. He earned master's degrees in history and library service at the University of Alabama and a bachelor's degree in social sciences at James Madison University.



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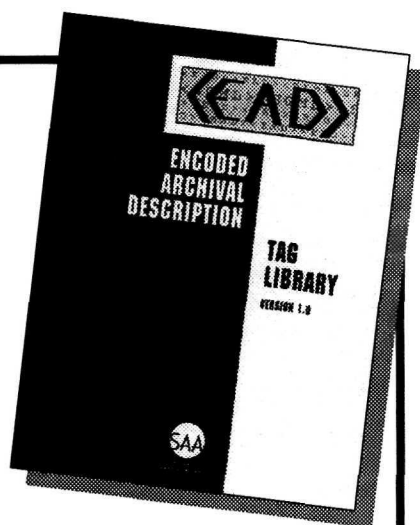
Christopher Ann Paton is Archivist of the Popular Music Collection in the Pullen Library Special Collections Department at Georgia State University, where she oversees a collection that includes approximately sixty thousand commercial and noncommercial disc and tape recordings.



Peter J. Wosh has been director of the archives program in the history department at New York University since 1994. Prior to that he served as director of archives and library services at the American Bible Society, and archivist for Seton Hall University with responsibility for the Roman Catholic Archdiocese of Newark Archives.

ENCODED ARCHIVAL DESCRIPTION TAG LIBRARY

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Essential documentation for archivists, museum curators, and librarians who are using or are thinking about using EAD. The Tag Library lists and defines all EAD Version 1.0 elements and attributes, and indicates their relationships to one another. Tagged examples illustrate the use of each element. A narrative overview explains the major components of the EAD structure. This publication was prepared by the Encoded Archival Description Working Group of Society of American Archivists and the Network Development and MARC Standards Office of the Library of Congress.

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— DEANNA MARCUM

President, Council on Library and Information Resources



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*The brochure was prepared as a joint project of the Society of American Archivists
Manuscript Repositories and Appraisal and Acquisitions sections.
Christine Weideman of Yale University served as the principal author.*

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THE AMERICAN ARCHIVIST EDITORIAL POLICY

The *American Archivist* is the semi-annual 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, 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@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 8¹/₂-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.

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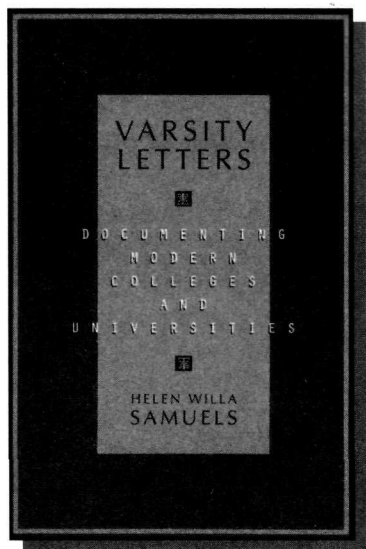
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Authors will receive two complimentary copies of the journal in which their articles appear; reviewers receive two tear-sheets. Reprints/offprints may be ordered at the time page proofs are sent to the author for review.

Additional Inquiries

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VARSITY LETTERS

Documenting Modern Colleges and Universities

by Helen Willa Samuels

Varsity Letters is a functional study of modern colleges and universities intended for readers who seek to understand the nature of higher education. *Varsity Letters* should be used by those individuals, including librarians, archivists, auditors, lawyers, registrars and information specialists who share the responsibility to create, maintain, and provide long-term access to the evidence institutions need to manage themselves effectively. The volume describes the seven primary functions of colleges and universities, explores the problems associated with each function, and proposes a method to ensure an adequate documentation. For those responsible for the documentation of other modern institutions, the analytical and planning method proposed in *Varsity Letters* can be adapted to apply in a variety of other settings.

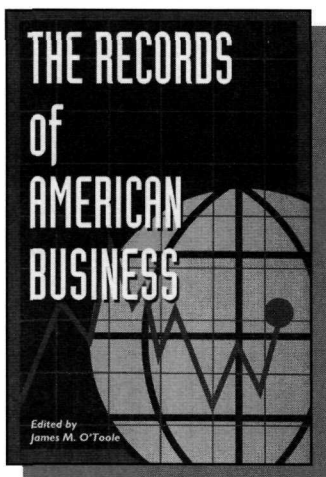
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THE RECORDS OF AMERICAN BUSINESS

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 timely discussion of issues that are of pressing, day-to-day concern to all archivists.

The Society of American Archivists (1997)
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Professional Development - The SAA annual meeting includes a wide array of informative program sessions, preconference workshops, tours of local repositories, and special events.



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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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