

Museum Archivist

Newsletter of the Museum Archives Section
Society of American Archivists

Volume 16, Issue 1

February 2002

FROM THE CHAIR

Dear Section Members:

The Museum Archives Section has had a dynamic year, and the following report submitted to SAA Director Susan Fox will show you the length and breadth of our activities.

ANNUAL REPORT 2001

Museum Archives Manual

At our annual meeting in DC in August (64 members attended), the Archives Manual Committee reported that the second edition should be in press some time next year. A general call for forms and other examples for the Manual's Resource Guide was held. Chapter authors also met in DC for an editorial consultation.

Editorial duties have now passed to Deborah Wythe at the Brooklyn Museum of Art. Many thanks to Ann Marie Przybyla for her hard work on the volume. Ann Marie will continue work as a contributor.

Laurie Baty of the Publications Committee reported that the section had been given a publication deadline extension to March 2002.

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MUSEUM ARCHIVIST is issued twice a year by the Museum Archives Section of the Society of American Archivists. News items, letters to the editor, and comments from the archives community are welcome. An online version of this newsletter is also available (*see page 4 for details*).

Deadlines for submissions are the 1st of June and the 1st of December. Please send all submissions to the newsletter editor, Sammie Morris, at Smorris@dm-art.org.

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The editor wishes to thank the following individuals who contributed to this issue: Sarah Demb, Bernadette Callery, and Bart Ryckbosch.

FROM THE CHAIR *(continued from page 1)*

Museum Archives Directory

Work is continuing on the logistics of the Museum Archives Directory. The online Directory may be hosted by the Smithsonian Institution. Leah Prescott volunteered to work on mark-up once a host is finalized.

Museum Archives Guidelines

Andrew Martinez, Chair of the Museum Archives Guidelines Committee, successfully presented the final draft of the guidelines to the Standards Committee in DC. We hope that the guidelines will be formally approved and submitted for publication by SAA this year.

Officer Elections

Anthony Reed, National Park Service, is Vice-Chair/Chair-Elect for 2002. Laura Peimer, Brooklyn Museum of Art, was elected Recording Secretary. Congratulations and thanks to these colleagues!

SAA-ALA Joint Committee on Library-Archives Relationships

The Council is considering adding the American Associations of Museums (AAM) to the Joint Committee to strengthen communications between the three organizations. The section gave this idea a round of applause and asked Thomas Battle, our Council Liaison, to request that the Council appoint, or ask the Section to appoint, some museum archivists to the Committee in view of AAM participation.

Working Group 2001

The Museum Archives Working Group met in DC to discuss the topic "The Museum Archivist Meets the Museum Database." Special guest Michael McCormick from Western Reserve Historical Society chaired a lively discussion. (See separate report on p. 7.)

SAA 2002 Sessions

Due in part to the events of September 11, the Section did not generate any session proposals for 2002. However, the Section is sponsoring 2 session proposals by SAA members:

- "A Regional Approach to Documenting Rural Culture"
- "When You Come to A Fork in the Road, Take It: Managing Mandated Change in the Archives"

(Note: The second proposal has since been accepted as a session.)

Section Archives

The section archives (1.3 linear feet) were transferred to the SAA Archives at the University of Wisconsin, Milwaukee. The section will develop a records schedule for officers with SAA Archivist Tim Ericson.

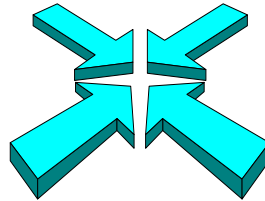
SAAMUS-LIST

The section listserv, SAAMUS-LIST, will be hosted by the Smithsonian Institution (as SAAMUS-L) in 2002. Members will be advised of the change in hosts and will be re-subscribed to the new list unless they advise the list manager otherwise. The list manager continues to be Sarah R. Demb, now at the National Museum of the American Indian (dembs@nmaircr.si.edu).

Museum Archivist

The *Museum Archivist* was published on schedule in February and July. The newsletter is also available online at: <chin.gc.ca/Resources/Forum/e_forum.html> under "Feature Articles" for 15 days. After 15 days, it moves to "Newsletters" and "Archives and Libraries" under the heading "Resources."

--Sarah R Demb, *Museum Archives Section Chair*



GETTING CONNECTED...

Access to the Museum Archives Section

Museum Archivist Online

The newsletter is available online at <chin.gc.ca/Resources/Forum/e_forum.html> under "Feature Articles" for 15 days. After 15 days, it moves to "Newsletter" under the heading "Resources."

The Museum Archives Listserv

An individual can join the email distribution list by sending a message to:

LISTSERV@SIVM.SI.EDU

Leave the subject line blank, and in the body of the email, type:
sub SAAMUS-L@SIVM.SI.EDU [First Name Last Name]

Messages may be posted to: SAAMUS-L@SIVM.SI.EDU

To unsubscribe, send the following message to LISTSERV@SIVM.SI.EDU:
signoff SAAMUS-L@SIVM.SI.EDU

**ANNUAL MEETING MINUTES
MUSEUM ARCHIVES SECTION
Society of American Archivists Annual Conference
Thursday, August 30, 2001, 8am-10am
Washington Hilton & Towers
Washington, DC**

After introductions and a review of the agenda, Sarah Demb, Chair of the Section, began the meeting.

Museum Archives Manual

Ann Marie Przybyla reported on the status of the Manual, stating that half of the chapters were finished, and after being granted a slight extension on their deadline from the SAA Publications Board (March 1st), they were right on track. Przybyla also stated that items for the Resource Guide of the Manual were still being compiled, such as sample policies, mission statements, and vendor lists.

Museum Directory

Several members of the Section stated their preference for having the Museum Directory made available online. The Smithsonian's website is currently the most likely venue for the project, the results of which will hopefully be realized in the next few years. Members expressed their desire for a site which would allow for changes on an ongoing basis. Leah Prescott offered to help with mark up for the project once a host site was decided upon.

Museum Guidelines Committee

Andrew Martinez, Chair of the Museum Archives Guidelines Committee, successfully presented the final draft of the Guidelines to the Standards Committee. Martinez and the rest of the Guidelines Committee authored and added an introduction to the previous draft of the Guidelines, and this version was published in the *Museum Archivist* newsletter (February 2001). After feedback was received from this version, all suggestions were incorporated into a final draft, which was then approved by the Guidelines Committee. The Committee hopes that the Guidelines will be formally approved and submitted for publication by SAA in the upcoming year. (*Note: the final version as submitted to the Standards Committee is printed on page 9 of this issue.*)

New Business

Judy Turner, of the Milwaukee Public Museum, announced that the 2002 annual meeting of the National Sciences Collections Alliance is June 6-8. The meeting will include a special all-day session on museum libraries and archives. Anyone interested in participating should contact Judy at jat@mpm.edu.

SAA-ALA Joint Committee on Libraries/Archives Relationships

Section members discussed a proposal to include AAM in the SAA-ALA Joint Committee on Libraries/Archives relationships. Several members expressed enthusiasm over the possibility of strengthening ties and communications between SAA, ALA, and AAM by adding museums to the consortium. The idea of asking SAA to appoint one or more Section members to serve as liaisons was brought up, and several members stressed that representatives from both art museums and natural history museums should be included. Our Council Liaison, Thomas Battle, stated that he would bring this suggestion to the committee.

SAA 2002 Session Proposals

Deborah Richardson discussed the SAA conference theme for next year, "Archival Roots from our Foundations and our Futures," and encouraged all to make proposals for next year's program. Sarah Demb then opened the floor for session proposal ideas. Several topics were discussed amongst members, such as developing connections with collectors, different approaches to museum catalogues, acquisitions via outreach, diversity in archives, the ethics involved in reference services, museum Internet projects, and international archival efforts. Members were encouraged to continue flushing out ideas for sessions and to have proposals ready for Sarah's signature by October 1st. *[Note: Due in part to the events of September 11th, the Section did not generate any session proposals for 2002. However, the Section is sponsoring the following session: "When You Come to A Fork in the Road, Take It: Managing Mandated Change in the Archives."]*

Officer Nominations

Sarah Demb asked for nominations for Vice Chair/Chair Elect and Recording Secretary. Anthony Reed was nominated and approved as Vice Chair/Chair Elect and Laura Peimer was nominated and approved for Recording Secretary.

After further brainstorming over SAA session proposals, the meeting was adjourned.

--Sammie Morris, Dallas Museum of Art



WORKING GROUP MEETING MINUTES
MUSEUM ARCHIVES SECTION
Society of American Archivists Annual Conference
Wednesday, August 29, 2001
Washington Hilton & Towers
Washington, DC

The following is a summary of the discussion led by Michael McCormick, Head of Manuscripts, Western Reserve Historical Society in Cleveland, Ohio, entitled "The Museum Archivist Meets the Museum Database." For further details on this presentation, please contact Mr. McCormick directly at mike@wrhs.org or 216-721-5722 x 231.

Mike presented background on the multi-year, multi-institution automation project begun at the Western Reserve Historical Society (WRHS) in 1995 to create an online catalog of the library, archival, and museum collections of the Society. The project initially included the Western Reserve Historical Society, the Ohio Historical Society (OHS) and the Cincinnati Historical Society (CHS), although the latter dropped out due to financial reasons. The retrospective conversion of existing records of the WRHS collections is nearing completion and the odometer will soon be removed from the website (www.wrhs.org) when the final data loads are complete. Original cataloging of both library and archival material and museum objects will continue by direct input into the Epixtech Horizon library system. The library, archival, and museum collections may be searched separately or jointly.

The project began as a library automation effort. OHS served as the host institution and hired Dr. Greg Byerley from Kent State University as consultant for the project. A joint committee composed of OHS, WRHS and CHS staff began to formulate a Request for Proposal (RFP) for a library collection management system. Simultaneously, the museum divisions of WRHS and OHS began an evaluation of museum collections management systems. WRHS only had paper-based museum records, while OHS wanted to upgrade their custom mainframe-based museum collection database. When the costs of acquiring separate cataloging systems were considered, a strategic decision was made to request museum cataloging capability in the RFP. At the end of the evaluation process, Ameritech Library Services, now Epixtech, emerged as the chosen system, with a museum cataloging capacity added to their *Horizon* system.

The rationale for combining records for museum objects as well as published literature, unpublished manuscripts, and other archival collections into an integrated information system is that museums increasingly see objects as having intellectual content as well as aesthetic value. An online catalog of the museum's object collection can be used to perform a number of collection management functions, including typical registrarial activities such as tracking exhibition and conservation information. The MARC format was the structure used to capture information about the museum objects as well as the book and manuscript materials. Mike promoted the use of the

integrated catalog as a means of constructing “intellectual linkages” amongst the objects, their related records, and the people who created the objects and records.

His secrets of success include the following:

- ◆ Engage all stakeholders early in the process, particularly museum registrars, catalogers, and administrators, in order to discover their advance expectations of what the end product will do for them.
- ◆ Recognize the different skill sets of the participants. Museum registrars are closest in orientation and temperament to librarians and archivists, all of whom describe collections. Museum curators and educators are more inclined to interpret collections. An integrated collection management system may not be the vehicle to completely serve all these various needs.
- ◆ Look ahead to migration of the data to the next system, making a particular attempt to avoid orphan technology, particularly in data storage media. Proprietary or non-standard hardware and software can cause problems with maintenance and migration.
- ◆ Spend time with other colleagues who have chosen the same vendor. Mike particularly appreciated the time offered by other librarians and archivists who had implemented similar systems.

Arguments for an integrated catalog include:

- ◆ Centralization of collection management information, particularly the ability to make the same information available to a wider range of people, but with the ability to mask or limit access to certain types of sensitive data to a limited number of users.
- ◆ Greater use of collections for public relations and exhibition planning.
- ◆ A new opportunity to enhance the revenue stream through promotion of collections and services via the website.

Mike contended that the largest problem in the implementation of an integrated catalog is the vocabulary, not the selection and application of standardized descriptive terms, but the definitions of such basic concepts as the catalog itself. He noted that museum curators tend to think of a catalog in terms of an exhibition catalogue rather than a basic identification record for the objects. Museum registrars and curators were also concerned that they would lose control of sensitive information, such as purchase prices or appraised values, by adding that information to the catalog record. They assumed the entire record would display to the public online. The notion of a number of different public and private views of the data, designed to serve specific user communities, was a difficult one to convey.

Mike shared his own views on how much data to provide to the public, stating that he believes that collections are the “working capital” of private non-profit institutions and is concerned with the loss of use fees that otherwise would be received by the institution. Hence his decision to mount only registers or extended cataloging of the manuscript and other archival collections rather than scanning those collections and mounting them on the Web in their entirety.

The most difficult aspect of the project was the profiling, or designing the searches to be offered to the user and deciding what data elements to display and index in response to those search requests. Making changes in a shared environment can be a complex business, given the disjunctive language of vendors, system administrators (including your internal information technology people) and the internal shorthand terminology of collection management. Continuing to meet with your allies, and especially including museum curators, registrars, and IT staff in the process, clarifies the relationships between the different positions and their information management responsibilities. These relationships must be identified and maintained if any information system is to succeed.

--Bernadette Callery, Carnegie Museum of Natural History



Museum Archives Guidelines, SAA Museum Archives Section

The Society of American Archivist (SAA) is the largest and oldest professional association of archivists in North America. Its Museum Archives Section, made up of persons responsible for the organization and care of archival collections located in museums, has created these Guidelines to assist all types of museums in the development and administration of archival programs. These Guidelines outline the components of a successful museum archives program, and should be used in conjunction with detailed information on the administration of archives available through SAA and from other professional sources.

Introduction

Institutional records document the history and development of a museum, its collections, exhibitions, and programs as well as the contributions of individuals and groups associated with the museum. These records are unique and irreplaceable assets of the organization. A museum should maintain an active, professional archives program to systematically collect, organize, preserve, and provide access to its institutional records of enduring value and to recommend policies and procedures for the creation, maintenance, and ultimate retention or disposition of current museum records in all formats. By supporting an archives program, a museum not only promotes its own history but also ensures that its vital records are preserved and that information resources are readily available to support the work of its staff and meet the research needs of scholars and the general public.

1. Definitions and Scope

A museum's archives identifies, preserves and administers records of long-term and permanent administrative, legal, fiscal, and research value not in current use. Records may be in any form – including, but not limited to, paper, electronic, photographic, and magnetic media. A museum's archival records could include:

- a. Institutional records, in particular those which relate to administration at all levels. For example: correspondence, memoranda, minutes, financial records, reports, grant records, departmental files, architectural plans, documentary photographs and negatives, film, audio and videotapes, and publications created by the institution.
- b. Collection records, such as object or specimen files and records of exhibitions and installations. These may be housed in the archives or, if actively used, in the curatorial, registration, or collection management offices.
- c. Acquired materials, such as papers of individuals and organizations, which promote the museum's mission through their relation to subject areas of particular interest to the institution (e.g., science, anthropology, natural history, art, history) and which add value to the museum's collections and exhibition programs.

2. Mission Statement

The archives should have a mission statement, approved by the director of the institution and ratified by appropriate governing bodies, which defines the authority of the archivist within the organization and the parameters of the archival program. The statement should explicitly recognize the archivist's role in the institution's records management program. All general policy statements concerning the archives should be in writing and approved by the appropriate authority.

3. Status of the Archives

The archives should be an entity within the institutional administrative structure, supervised by an individual having custodial and related authority delegated by the director of the institution. When practical, the archives should be a separate department.

4. Professional Archivist

The museum should have a professionally trained archivist. If resources do not permit this level of commitment, expert advice should be sought in the development of the institution's archives and archival training provided to the staff member made responsible for them. The functions of the archivist are to appraise, acquire, arrange, describe, preserve, and make available the records of the institution and collections of related materials acquired from outside the institution.

5. Institutional Records and Personal Papers

The institution should have a statement of policy which clarifies the difference between the official records of the museum and documents which might be considered the personal property of curators, directors, members of governing bodies, and other relevant positions. This is to discourage such persons from taking, as their own property, records that belong to the institution and that may be an integral part of the institution's archives. Donation of personal papers to the

institution's archives is strongly encouraged in order to promote the preservation of significant documents not created by the institution itself.

6. Acquisition Policy for Collected Materials

The museum should define and make public an archives acquisition policy, which delineates the collecting of materials other than those created within the institution itself. The collecting activities and acquisition policies of other institutions should be taken into account to avoid unnecessary competition. The policy should describe the conditions and procedures for accessioning and deaccessioning documents and collections that are not official records of the museum, and address principles regarding the ownership, administration, and use of all acquired materials.

7. Criteria for Retention of Museum Records

The archivist must be involved in the determination of how long and under what conditions particular records are to be kept. The criteria for permanent retention include:

- a. Evidence of the structure, development, mission and functions of the institution over time.
- b. Documentation of the actions, decisions, policies, and fiscal and legal rights and responsibilities of the institution.
- c. Research and informational value.

8. Current Records

The advice of the archivist should be sought on policies and guidelines pertaining to the creation, maintenance, disposition, and preservation of institutional records (including electronic records and systems) with the aim of avoiding the unnecessary creation of duplicate records and the needless retention of nonpermanent records. The archivist should be consulted for recommendations on the protection of permanently active records of archival value in non-custodial situations (such as collection or accession records under the care of the registrar, collections manager, or curator, and computer network backups under the control of the information technology staff). The Archivist should also approve the appropriate disposition of records which do not have permanent value.

9. Location and Conditions

- a. The archives should be located in a separate and secure area with adequate protection against fire, flood, vermin, theft, and other hazards.
- b. Temperature, light, and humidity should be controlled at appropriate and stable levels to ensure the preservation of materials. Certain records may have special environmental requirements.
- c. To prevent flood damage, archives should not be placed below ground level.
- d. If neither suitable accommodation nor adequate staff can be provided for the archives, the institution should consider:
 - i. Placing its records in a nearby archival repository willing to administer them on a continuing basis.

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- ii. Forming or joining a consortium whereby several institutions cooperate to ensure that their archives receive adequate care.
 - iii. Contributing to cost in the above choices.

10. Arrangement, Description, and Preservation of the Records

- a. The archivist organizes records in keeping with the professional principles of provenance and the sanctity of original order whenever possible.
- b. The archivist produces written descriptive inventories, guides, and other finding aids in accordance with accepted archival standards and makes them generally available.
- c. The archivist implements basic preservation measures such as the use of archival-quality containers.

11. Access

Subject to reasonable restrictions on the grounds of fragility, security, or confidentiality, records should be available to staff members, scholars, and other persons demonstrating a need to consult the material for research purposes. Access policies and restrictions should be in writing and applied equally to all researchers. Reference service should be provided to both on-site researchers and those at a distance.





NEWS, NOTES, & ANNOUNCEMENTS

Sarah R. Demb is the new Assistant Archivist at the National Museum of the American Indian (NMAI), Smithsonian Institution. Sarah was formerly Museum Archivist for the Peabody Museum of Archaeology and Ethnology at Harvard University, and is the current Chair of the Museum Archives Section. Congratulations, Sarah!

Copyright Term Extension

SAA has joined a coalition of information organizations, including the Association of Research Libraries, the American Library Association, the Digital Futures Coalition, and others, in the submission of an amicus brief to the Supreme Court requesting that the Court hear a challenge to the constitutionality of copyright term extension. In 1998 Congress passed the Copyright Term Extension Act increasing the duration of copyright from life of the author plus fifty years to life of the author plus seventy years. The effect was to stop for twenty years the addition of any published work to the public domain. (Unpublished works will still enter the public domain on January 1, 2003. The difference now is that they must be from authors who died before 1933 rather than 1953.) In response, a group of publishers and preservationists filed suit challenging the constitutionality of copyright term extension. The suit, *Eldred v. Ashcroft*, argues that "perpetual copyright on the installment plan" is in direct violation of the constitutional stipulation that the monopoly rights granted by copyright be for a limited term. The suit lost in the Federal Appeals court, and recently the plaintiffs asked the Supreme Court to rule on the issue.

The brief submitted by SAA and others asking that the Court hear the case draws heavily on the problems archivists and historians encounter when faced with excessive copyright terms. The brief notes the harm that is done to scholarship when material with unknown or uncertain copyright status does not enter the public domain in a timely fashion. In some cases the inability to identify copyright ownership has meant that some scholarship has not been published. More information on the suit is available at <http://eol.law.harvard.edu/openlaw/eldredvashcroft/>.

-- *Peter B. Hirtle, Vice President/President-elect, Society of American Archivists*

Philadelphia Museum of Art Celebrates 125th Anniversary with Exhibit

A crowd gathers in Philadelphia's Fairmount Park to celebrate the nation's 100th birthday. Five decades later, a steel skeleton begins to rise at the end of a new boulevard linking the park to Philadelphia City Hall. A Tokyo teahouse is shipped to America in the 1920s and restored to its original glory. These snapshots represent important milestones in the history of the Philadelphia

Museum of Art, and they are part of one hundred images and objects in an installation commemorating the Museum's 125th anniversary.

Celebrating 125 Years: A Museum Family Album is on display in the Julien Levy Gallery on the ground floor of the Museum from December 15, 2001 through April 7, 2002. The installation documents the rich history of the Philadelphia Museum of Art, with special focus on its early beginnings. A selection of photographs and architectural drawings documents the thirty-four year planning and construction of the Museum's building on the rocky summit of Fairmount. Glancing at the future, the installation also touches on the Museum's growing collections and its acquisition of the Ruth and Raymond G. Perelman Building. Also featured are photographs of some of the Museum's most famous visitors, including artists Marcel Duchamp and Jacob Lawrence, actresses Joan Crawford and Marlene Dietrich, singers Barbra Streisand and Mick Jagger, and royals Princess Grace of Monaco and Queen Elizabeth II. The installation draws heavily upon the Museum Archives, but also includes items lent by other city institutions, as well as private collectors.

Maine Historical Society to launch *Maine Memory Network*

The *Maine Memory Network* is a statewide digital museum and educational service designed to make rare and often inaccessible materials -- the rich treasury of Maine's historical documents, images, maps, photographs, and stories -- available to the public at large. Based on the many-to-many model of information sharing, the *Maine Memory Network* is an innovation in Internet technology unique in the country. The *Maine Memory Network (MMN)* is a project of the Maine Historical Society, the state's most comprehensive repository for the study of Maine history. Though initially conceived as a way to share the Society's own vast wealth, the project quickly expanded to include the potential participation of all collecting/interpreting institutions in Maine -- museums, archives, libraries, historical societies, and more.

With the help of seed funding from the Maine State Legislature and the New Century Community Program, the project has been in development for over a year with the help of Aurora and Quanta Productions, a Portland-based media development firm (www.auroraquanta.com). The site will be available at www.mainememory.net. Maine Historical Society has been recently awarded a Technology and Opportunities grant for \$375,000 from the National Telecommunications and Information Administration, United States Department of Commerce. This will allow the project to embark on a process of partnering with historical and cultural institutions across the state to select, digitize, upload, and catalog historical source documents for inclusion in the *Maine Memory Network*.

Library of Congress Awards Mass Deacidification Contract

The Library has awarded a contract to Pittsburgh-based Preservation Technologies L.P. (PTLP) that will save 1 million books and at least 5 million manuscript sheets from further acid deterioration. This contract, the third awarded to PTLP since 1995, will permit the Library to increase preservation productivity and save increasing quantities of endangered materials over

time. The contract calls for ramping up treatment during the remaining four years of FY 2002-FY 2005, increasing annual book deacidification from 100,000 to more than 250,000 books per year by the fifth and final year. With strong support from Congress, the Library has worked with Preservation Technologies under two previous contracts to deacidify more than 400,000 books, using the Bookkeeper deacidification technology pioneered by PTLP. Bookkeeper halts deterioration and adds hundreds of years to the useful life of paper. Preservation Technologies has engineered new horizontal treatment cylinders that it uses to offer deacidification services to libraries and archives for the treatment of loose manuscripts and other items in unbound formats. The Library's new contract authorizes PTLP to build and install a horizontal manuscript treater and a Bookkeeper spray booth in a Library building on Capitol Hill.

This will enable the Library to treat large quantities of paper-based materials in nonbook formats, such as newspapers, manuscripts, maps, music scores, pamphlets, and posters. Additional information about the Library's mass deacidification program is available on their website: <<http://www.loc.gov/preserv/carelc.html>> or by emailing the Library's preservation projects director, Kenneth Harris, at <khar@loc.gov>.

New York University and George Eastman House announce their plan for “Master of Arts in Moving Image Archiving and Preservation”

This two-year course of study will provide prospective moving image archivists with an international, comprehensive education in the theories, methods, and practices of moving image archiving and preservation. The curriculum will cover all aspects of moving image archiving, including: Film History/Historiography and Film Style; Conservation, Preservation and Storage; Legal Issues and Copyright; Laboratory Techniques; Moving Image Cataloging; Curatorial Work and Museum Studies; Programming; Use of New Digital Technologies; and Access to Archival Holdings. The degree is awarded by New York University in collaboration with the L. Jeffrey Selznick School of Film Preservation at George Eastman House.

For applications and information, please contact:

The Office of Graduate Admissions
Tisch School of the Arts
New York University
721 Broadway, room 801
New York, New York 10003-6807
212-998-1918
<http://www.nyu.edu/tisch/gradadmissions/>



EDUCATIONAL OPPORTUNITIES

Museum and Library Archives Institute

The fifth annual Museum and Library Archives Institute, sponsored by Monson Free Library and Reading Room Association, Massachusetts Board of Library Commissioners, the New England Archivists, the New England Museum Association, and the Worcester Historical Museum, will be held at the Wilbraham & Monson Academy, Wilbraham, Massachusetts, on June 21-22, 2002.

The Institute consists of two parallel programs: the Introductory and the Special Topic. The Introductory Program is designed for those who have responsibility for museum and library records and special collections, but limited experience in archival methods and procedures. This year's curriculum includes such topics as collecting, accessioning, appraising, arrangement and description, reference and access, oral history, and photography. Instead of the Introductory Program, participants may choose the Special Topic Program. This track provides an opportunity to go beyond the introductory level and focus on a particular archival topic or issue in a comprehensive, in-depth manner. The 2002 Special Topic is "How to operate an archives on a shoestring."

For more information, contact:

Theresa Rini Percy, Director
Monson Free Library
2 High Street
Monson, Massachusetts 01057
Phone: 413-267-3866
Fax: 413-267-5496
Email: tpercy@cwmars.org

Rare Book School Encoded Archival Description Courses

The following two Rare Book School EAD Courses will be offered in 2002 at the University of Virginia in Charlottesville:

- Implementing EAD, an introductory course, March 11-15, 2002.
- Publishing EAD, a new advanced course, August 5-9, 2002.

*Please pay special attention to the course requirements when applying. Applications for Implementing EAD should be submitted as soon as possible. For application information, see <http://www.virginia.edu/oldbooks/rbs/app.html>.

Modern Archives Institute

The National Archives and Records Administration

June 3 - June 14, 2002

The application for enrollment is available at <http://www.nara.gov/arch/profdev/enroll.html>.

For further information, write to:

Modern Archives Institute, Staff Development Services (NHS)

Room 1200, National Archives and Records Administration

8601 Adelphi Road

College Park, MD 20740-6001

Phone: 301-713-7390, ext. 260; Fax: 301-713-7342; E-mail: mary.rephlo@nara.gov

Lessons Learned in Emergencies: Not Your Ordinary Disaster Conference The 17th Annual NARA Preservation Conference

March 21, 2002

National Archives at College Park, MD

Preregistration is required. The Registration Fee is \$75.00 and includes a buffet lunch.

Please send check payable to: National Archives Trust Fund and/or obtain registration information from: Eleanor Torain, Conference Coordinator (NWT)

Phone: 301-713-6718

Fax: 301-713-6653

Email: eleanor.torain@nara.gov

<http://www.nara.gov/arch/techinfo/preserva/conferen/2002.html>

2002-2003 NHPRC Fellowship in Archival Administration

The National Historical Publications and Records Commission (NHPRC) is now accepting applications for the 2002-2003 academic year from archival professionals interested in applying for the NHPRC Fellowship in Archival Administration. The Commission views the fellowship as an opportunity for professional archivists with two to five years experience to gain new or additional experience with archival administrative procedures and problems. The fellow will participate in a wide variety of archival administrative experiences, as well as formal management or supervisory training, during the nine to twelve months the fellow will be associated with the program.

The fellow's stipend is \$35,000, with a benefit payment of \$8,750. Host institutions are awarded \$1,500, to interview prospective applicants and to use for the fellow's professional travel during the fellowship year. The host institution for the academic year 2002-2003 is the Jacob Rader Marcus Center of the American Jewish Archives in Cincinnati, Ohio. Applications from potential fellows are due by March 1, 2002. The Commission encourages those interested to contact the Commission staff to discuss their applications. Application forms are available from: National Historical Publications and Records Commission, National Archives and Records Administration, room 111, 7th and Pennsylvania Ave. NW Washington, D.C 20408. The forms are also available on the Commission's web-site: www.nara.gov/nhprc <http://www.nara.gov/nhprc>. For further

information, please contact Michael T. Meier of the Commission staff at (202) 501-5610, ext. 252 or e-mail at: michael.meier@nara.gov <[mailto: michael.meier@nara.gov](mailto:michael.meier@nara.gov)>

News on Networking Cultural Heritage Resources Conferences, Symposia and Workshops

- March 7-8: National Conference on Preservation: Redefining Preservation, Shaping New Solutions, Forging New Partnerships. Ann Arbor, Michigan
- March 11-15: Rare Book School: Implementing the Encoded Archival Description. University of Virginia
- March 18: The Future of Manuscript Studies in a Switched-On World. University of London
- March 20-22: The New Information Order and the Future of the Archive. University of Edinburgh

For a full, frequently updated compilation see the NINCH Community Calendar:
<http://www.ninch.org/CALENDAR/2002.html>

SAA Archives Workshops

- Archival Cataloging as a Component of Description, March 11-12, Chicago, IL
- Copyright: The Archivist and The Law, March 11-12, Tucson, AZ
- Encoded Archival Description, March 14-15, Tallahassee, FL
- Style Sheets—EAD Part 2, March 16, Tallahassee, FL
- Oral History: From Planning to Preservation, April 8, Edwardsville, IL
- Archival Cataloging as a Component of Description, April 11-12, New York, NY

For a complete schedule, visit the web site at www.archivists.org/prof-education

AMIGOS Imaging and Preservation Workshop

- **Digital Preservation in an Uncertain Future** is offered on the following dates:
March 13, Dallas, TX
April 3, Phoenix, AZ
April 11, Santa Fe, NM

For a complete training schedule, go to www.amigos.org/training/schedule.html.

Preservation Workshops

SOLINET, The Southeastern Library Network

- Beating the Critter Jitters: Integrated Pest Management
Thursday, February 7, 2002 at SOLINET, Atlanta, GA
- Preservation Planning for Archives
February 21, 2002 at South Carolina State Library, Columbia
- Intermediate Book Repair

March 6&7, 2002, at the Historic New Orleans Collection, in LA
For more information, or to register, contact Vanessa Richardson by phone at 800-999-8558 or by email: vanessa_richardson@solinet.net or visit the website at www.solinet.net for full descriptions and online registration.

From Negative to Positive: A Photograph Workshop Series

April 15-17, 2002, 9:00-4:30
Rock and Roll Hall of Fame and Museum
One Key Plaza, Cleveland, OH 44114
www.rockhall.com

This photograph workshop series is sponsored by the Conservation Center for Art and Historic Artifacts (CCAHA) and the Intermuseum Conservation Association (ICA). Although attending the entire series is not required, each workshop covers a component of the overall care and management of an institution's photograph collection. The National Endowment for the Humanities (NEH), Institute of Museum and Library Services (IMLS), and The Pew Charitable Trusts provided subsidy for the workshops:

- Identification and Care of Photographic Prints
Monday, April 15, 2002
- Identification and Care of Photographic Negatives
Tuesday, April 16, 2002
- Planning Your Digital Imaging Project
Wednesday, April 17, 2002

Registration Fees:	Non-Member	CCAHA / ICA Member
1 workshop:	\$ 60.00	\$ 50.00
2 workshops:	\$120.00	\$100.00
All 3 workshops:	\$170.00	\$140.00

Registration Deadline: Monday, April 1, 2002

For additional stipend information, workshop registration forms, or information about CCAHA, its programs and services, visit their website at <http://www.ccaha.org> or call 215/545-0613.



CAREER OPPORTUNITIES

Lead Processing Archivist

Henry Ford Museum & Greenfield Village, Dearborn, MI

Responsible for the arrangement and description of archives and manuscripts, and supervision of two professional archival processors. Principal responsibility is the processing of record groups and series of the Ford Motor Company Historical Records, including preparation of finding aids, encoding finding aids using Encoded Archival Description, preparing USMARC catalog records for archival collections, and delivering information about the material in digital form; also responsible for providing reference service for these records. Works with the Head of Research Center Programs and the Museum's Archivist in prioritizing and assigning tasks to the processing archivists.

Qualifications: Graduate degree in archival studies or ALA-accredited MLS or master's degree in history (or other relevant subject) with formal coursework or training in archival management and theory. Two years experience cataloging archival collections in MARC, following APPM; familiarity with Encoded Archival Description. Experience providing reference service in a research, academic, or corporate library or archives. Experience with institutional or corporate records. Knowledge of standard collection holdings maintenance methods in processing, handling, and care of archival, photographic, and library materials. Must be proficient with Word. Must communicate effectively with staff and researchers orally, one-to-one and in groups; must write clearly, concisely, and accurately.

Please submit resume with salary requirements to:

Employment Office
20900 Oakwood Blvd.
Dearborn, MI 48124
Fax: 313/982-6226
www.hfmgv.org

To request a complete job description, please e-mail: employment@hfmgv.org.

Processing Archivist

Henry Ford Museum & Greenfield Village, Dearborn, MI

Responsible for the arrangement and description of archives and manuscripts. Principal responsibility is the processing of record groups and series of the Ford Motor Company Historical Records, including preparation of finding aids, encoding finding aids using Encoded Archival Description, preparing USMARC catalog records for archival collections, and delivering information about the material in digital form; also responsible for providing reference service for these records. The Processing Archivist will also be responsible for assisting the Reference Archivists to conduct research to respond to reference. Maintains high level of expertise and participates in appropriate professional organizations.

Qualifications: Graduate degree in archival studies or ALA-accredited MLS or master's degree in history (or other relevant subject) with formal coursework or training in archival management and theory. Experience cataloging archival collections in MARC, following APPM; familiarity with Encoded Archival Description. Experience providing reference service in a research, academic, or corporate library or archives. Familiarity with institutional or corporate records. Knowledge of standard collection holdings maintenance methods in processing, handling, and care of archival, photographic, and library materials. Must be proficient with Microsoft Word, and familiar with Microsoft Access (or similar products).

Please submit resume with salary requirements to:

Employment Office
20900 Oakwood Blvd.
Dearborn, MI 48124
Fax: 313/982-6226
www.hfmvgv.org

To request a complete job description, please e-mail: employment@hfmvgv.org.

Reference Archivist

Henry Ford Museum & Greenfield Village, Dearborn, MI

The Research Center of Henry Ford Museum & Greenfield Village owns and administers 10,000 cubic feet of the pre-1970s corporate records of the Ford Motor Company. Under the terms of a unique collaborative agreement with the Company, basic reference service for Ford Motor Company business inquiries have become the responsibility of the Museum's Research Center. The Reference Archivist will be responsible for performing research in primary and secondary sources to respond quickly and accurately to reference requests from Ford Motor Company, its agencies, vendors, and others working for the Company, conducting Company business. The Reference Archivist will also be expected, when time permits, to assist the Processing Archivists

in processing record groups and series of the Ford Motor Company Historic Records. Maintains high level of expertise and participates in appropriate professional organizations.

Qualifications: Graduate degree in archival studies or ALA-accredited MLS or master's degree in history (or other relevant subject) with formal coursework or training in archival management and theory. Experience providing intensive reference service in a research, academic, or corporate library or archives. Current knowledge of library/archives information retrieval practices and procedures, especially in the areas of manual and on-line information retrieval, reference sources and services, and electronic access to information. Understanding of diverse research methodologies. Familiar with reference interview techniques. Commitment to customer service. Experience with institutional or corporate records. Experience cataloging archival collections in MARC, following AACR2. Must be proficient with Microsoft Word and familiar with Microsoft Access (or similar products). Must communicate effectively with staff and researchers orally, one-to-one and in groups; must write clearly, concisely, and accurately.

Please submit resume with salary requirements to:

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Dearborn, MI 48124
Fax: 313/982-6226
www.hfmgv.org

To request a complete job description, please e-mail: employment@hfmgv.org.

Deputy Director for the Library

Maryland Historical Society, Baltimore, MD

The Maryland Historical Society is seeking an individual with a strong interest in promoting and providing access to the Library's rich historical collections. The successful candidate will have high energy and creativity, a love for history, a commitment to accessibility, a desire to work collaboratively as a member of the MHS senior management team and an entrepreneurial spirit. Reporting to the Director of the MHS the Deputy Director for the Library is responsible for the development and management of the Library's 6.4 million manuscripts, books, photographs, maps, broadsides, printed ephemera, and prints utilizing an effective application of technology. The Deputy Director for the Library supervises a staff of 10 and contributes to the Library's support through grant-writing and donor cultivation. 5 years of experience and a graduate degree is preferred. Salary is competitive and commensurate with experience. Please send resume along with a cover letter to: Human Resources, MHS, 201 W. Monument St., Baltimore, MD 21201. EOE.

Director of Museum Library and Archives

Anchorage Museum of History and Art, Anchorage, AK

(Museum Program Supervisor). The Anchorage Museum of History and Art seeks a Director of its Library and Archives to manage the museum library of 10,000+ volumes and an archives of 350,000 historic photographs. Director plans, organizes, and directs acquisition, receipt, cataloging, processing, storage, and public access of historical photography, archival and library materials. Directs and manages reference services for public and staff. Supervises assistant archivist. Recruits, trains, oversees interns and volunteers. Oversees contractors. Responsible for policies and procedures. Provides budget input. Develops and manages grant projects. Represents library and archives to public, library, and museum networks.

Qualifications: Master's Degree in Library Science, Museum Studies, or a related field and five years of increasingly responsible professional experience in archiving and public access of historical photography. Strongly prefer museum experience working with modern methods, tools, and materials of library and archival sciences. Specialized technical expertise in image cataloging, storage, and copyright issues. MLS or Archival Certificate preferred. Familiarity with photo cataloging standards. Knowledge of Alaska history is a plus. Prefer applicants with Word, Excel, Outlook, Access. Standard scanning technology. Knowledge of SQL desirable. Familiarity with DRA and OCLC library programs, especially search strategies. Job No. 634. Starting Salary: \$19.70 per hour plus benefits. Municipality of Anchorage Application Form is required. Deadline: Completed applications must be submitted to the Municipal Employment Office prior to 5:00 p.m. on January 31, 2002. Applications may be submitted by US mail, in-person, or by fax. Mailing Address: Employment, PO Box 196650, Anchorage, AK 99519-6650. Phone: 907/343-4453; fax 907/343-4511; TDD 907/343-4889; e-mail: wwer@clanchorage.ak.us; Internet: www.clanchorageakus AA/EOE

Librarian/Archivist

Douglas County Historical Society, Omaha, NE

The Douglas County Historical Society in Omaha, Nebraska is opening a search for a librarian/archivist. The position involves responsibility for the Library/Archives Center. It includes administration of the center, responsibility for all library and archival functions and is full-time and permanent. If you wish more information, contact Betty Davis, Executive Director, Douglas County Historical Society, 5730 N 30 St #11B, Omaha, NE 68111, phone (402) 455-9990 or email director@omahahistory.org

Collections Assistant***The Jewish Museum of Maryland, Baltimore, MD***

The Jewish Museum of Maryland seeks a full-time Collections Assistant to perform reference services, process papers and records of the Maryland Jewish community, and assist in the cataloging of the Museum's collections including data entry into the Museum's collection database.

Requirements: Bachelor's degree with knowledge of collections management and archival principles and practices. Strong writing, verbal, and word processing skills. Ability to multi-task, work with Museum/Library databases, and handle complicated projects. Archival processing experience preferred. Knowledge of American Jewish history and Hebrew or Yiddish a plus, but not required.

Salary: Salary in the low 20s. Benefits include 10 days of vacation, medical and dental benefits, and 401(k).

Position available as of February 4, 2002.

Please send resume, list of 3 references, and letter of interest to:

Robin Waldman, Acting Archivist and Librarian

Jewish Museum of Maryland

15 Lloyd Street

Baltimore, MD 21202

phone: 410-732-6400

fax: 410-732-6451

e-mail: rwaldman@jewishmuseummd.org

The Jewish Museum of Maryland's website is www.jewishmuseummd.org

Project Video Archivist***The HistoryMakers, Chicago, IL***

Salary: \$35,000 - \$40,000

Vacancy Type: Full-Time Position

Closing Date: Open until Position Filled

Job Description: The HistoryMakers seeks applications for a minimum two-year appointment as project archivist. The HistoryMakers is a 501(c)3 not-for-profit corporation dedicated to the creation of a video archive of first person narratives of African American history makers. The initial goal is to create an archive of 5,000 interviews over a 5-year

period. For a look at our current projects go to: www.thehistorymakers.com. The project archivist will be responsible for the planning and implementation of a preservation and cataloging system for the HistoryMakers videotaped oral history collection.

The project archivist will: survey, inventory, process, arrange, and catalog the current collection of videotaped oral histories; create transcriptions for the collection; create finding aids and catalog records for the collection; implement a cataloging system for the collection; identify preservation issues and needs; and implement a preservation program for the current collection as well as setting up a system for the future of the collection.

Qualifications:

The ideal candidate will have a graduate degree in African American or American history, library science with a concentration in archival management, or other related field. The candidate must have experience working in an archive or library with videotaped resources; comprehensive knowledge of African American history; knowledge of standards in moving-image cataloging and the creation of finding aids; experience with videotape formats, in particular Betacam SP; strong project planning and time management skills; familiarity with computer databases and basic office software; ability to work independently

Application Instructions: Send letter of application, resume, and names and addresses of three references to: Julieanna L. Richardson, Executive Director, the HistoryMakers, 1900 South Michigan Avenue, Chicago, Illinois 60616; fax 312-674-1915 or jlr@thehistorymakers.com. The HistoryMakers is an Equal Opportunity Employer.

Review of applications will begin February 2002

Archivist/Manager

Onondaga Historical Association, Syracuse, NY

Onondaga Historical Association, a private county historical organization founded in 1862, seeks a manager for its research center, a facility with a 2-million item archival collection and specialized library. The position requires familiarity with archival methodology and strong organizational and strategic planning skills. The position emphasizes the development and implementation of a processing plan for a collection backlog, development and implementation of a preservation plan, and the ability to provide leadership for an initiative to relocate the research center into a new facility. The position is also responsible for managing acquisitions, grant solicitation, and project oversight, management of information technology, and supervision of interns and public service staff. The research center manager is a senior position in a staff of 12. Salary is mid to high \$30s

plus excellent benefits.

Qualifications: Master's degree preferred in archival administration, library science, museum studies, or equivalent archival training and experience. Ability to problem-solve, handle multiple tasks, and work within strategic plans and a team environment essential. Send letter, resume, and three references to: Director, Onondaga Historical Association, 321 Montgomery St., Syracuse, NY 13202. EOE

