



THE SOCIETY of
AMERICAN ARCHIVISTS

The ACADEMIC ARCHIVIST

***The Newsletter of the
College and University Archives Section
of the Society of American Archivists***
<http://library.wustl.edu/~prietto/cusection/>

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FROM THE CHAIR

As the fall comes to a close, I hope that everyone has had a busy and productive semester. I'm sure that I'm not the only one who has seen an increase in the activities of the Archives, whether it be through additional classroom presentations, working with Friends organizations, preparing exhibits for special occasions, or the myriad of committee work. At this stage of the semester, I'm tired, and like many students, am looking for an extension on projects where deadlines are looming. The reality is that as archivists we're in-demand -- with all the richness and exhaustion that can offer!

While our meeting in Denver may seem far, far away, it was very productive. We had excellent Group Study discussions. A number of program proposals for our next meeting in Washington, DC had their genesis in these group discussions. The Steering Committee met and is working on a number of projects that I hope will interest our section at large. We're doing some exploratory work regarding an update of the publication "College and University Archives: Selected Readings." Carole Prietto is spearheading this effort, and it appears that SAA is interested in the idea. William Maher is leading a group to look at a revision to the by-laws. I'll be appointing C&U colleagues who are also members of other sections, to act as 'informational liaisons' about the activities of those sections. If you're interested in serving in this capacity, let me know! There are many areas where our interests and activities intersect, so why not share that information. As always, the Steering Committee is interested in hearing your thoughts -- whatever's on your mind, feel free to contact any of us.

I hope that the rest of the semester treats you well. I'll look forward to hearing about how you cope with the stress and maintain a balance in your life. Here in the Pioneer Valley we're blessed to have a plethora of options to relieve the tensions, from massage therapists, hot tubs, and yoga, to kick boxing, cooking classes, and musical and book venues. Do whatever works for you to stay healthy.

--- **Nanci Young**, Smith College

C&U A Section meeting -- August 31st, 2000

The meeting was called to order at 8:05am by Chairperson, Cecilia Hunter (Texas A&M Kingsville).

Cecilia welcomed those new members of the section and encouraged them to become involved early in their association with the section.

The minutes of the 1999 business meeting held in Pittsburgh as published in the section newsletter, the *Academic Archivist* (Spring 2000), were approved.

SAA 2001 Meeting Program Committee:

Ellen Garrison (University of Alabama) spoke on behalf of the program committee for the 2001 Annual Meeting. The theme for the meeting is "2001 -- A Global Archival Odyssey." Ellen urged the Section to come up with proposals for sessions, and asked that the Section rank the proposals to help the Program Committee with their selections.

Reports of various committees were made at this time.

C&U Program Proposal Committee

Cecilia spoke on behalf of Margaret Merrick (University of Louisville) who was not able to attend. Margaret reported that the Section had no proposals submitted for this year's meeting, and proposed that an ad-hoc committee be formed to encourage members to submit. Our Section has a proud history of providing program material and should continue to do so. Carole Prietto suggested that the upcoming discussion group facilitators cultivate panels and submit proposals after the Section meeting.

Website:

Carole Prietto (Washington University) reported that there have not been many changes to the Section website. The *Guidelines for College and University Archives* link was changed to the final version that is currently hosted on the SAA website. The website is now posting the *Academic Archivist* newsletter in PDF for the Section's downloading pleasure.

Academic Archivist:

Claude Zachary (University of Southern California) reported that two issues of the AA were published this past year, and he expects to put out three issues in the coming year. He relies on the input of the Section's membership and he encouraged members to submit news about the work that they or their institutions are doing.

Guidelines Committee:

Robert Sherer (Tulane University) reported that, at the end of an enjoyable and almost eternal process, the SAA Publications Office designed a special section for the *Guidelines* that was printed in the Summer 2000 issue of the *Archival Outlook*. He thanked all members of the committee present and not. Robert recommended that a new committee be formed within the next two years to grapple with the revisions for the 2005 edition, and that anyone interested should contact the Chair.

Nominating Committee:

The Nominating Committee headed by Daria D'Arienzo (Amherst College) had a difficult time interesting members to run for office. This has been a common theme throughout several of the last elections and is cause for great concern among the Steering Committee members. A call for nominations was published in the *Academic Archivist* and potential nominees were solicited from the membership-at-large. A number of Section members were approached, and two consented to run: Nanci A. Young (Smith College) and Mark E. Martin (Louisiana State University). Daria stressed the need for more of the membership to be involved as members of subcommittees, members of the Steering Committee, and officers. It is vital for section life that everyone be concerned and involved.

Cecilia recommended the appointment of three new members to the Steering Committee: Margaret Merrick (University of Louisville), Kate Bowers (Harvard University), and Ellen D. Swain (University of Illinois, C-U). The candidates were approved by those present and welcomed to the Steering Committee. Cecilia went on to say that the Section Bylaws were not clear on how to proceed with this process, and that she would like to appoint a committee to revise and expand the Bylaws. Daria, Holly Hodges (University of Tennessee), Phillip Stone (Wofford College), and William Maher (University of Illinois) volunteered for this task.

The election of the Chair then took place. Daria and Robert ran the election. They announced that Nanci Young would assume the role of Chair at the end of the Steering Committee meeting.

Discussion Group presentations

Cecilia presented the topics on behalf of Jackie Esposito (Penn State University), who was unable to attend the

meeting. The following were topics for the study/discussion sessions:

- 1) "Student Records Issues: Dealing with Registrars and Admissions Officers" facilitated by Robert Scherer, Tulane University
- 2) "Annual Reports: Contemporary and Historical Uses" facilitated by Megan Sniffin-Marinoff, MIT.
- 3) "Photocopied Archival Material in Collections" facilitated by Burt Altman, Florida State University.
- 4) "Fostering Relations with Athletic Departments" facilitated by Elizabeth Slomba, University of New Hampshire.

After 45 minutes of discussion, each study/discussion group reported back the highlights and major points of discussion. See further details below.

SAA Council Liaison:

Dennis Harrison reported that there were no issues currently before the SAA Council that directly impinged on the Section's business. He told us that this year's Annual Meeting had 950 pre-registrations and was better attended than last year's meeting in Pittsburgh, and the membership of SAA has slightly increased over the past year. Dennis also emphasized the importance of attending the annual Awards Ceremony and the Plenary sessions at the Meeting.

Announcements

Kate Bowers of the Harvard University Archives wants to hear from other college and university archivists who have a need for additional Library of Congress Subject Headings (LCSH) subdivisions. She is gathering an informal group of archivists interested in adding subdivisions under the LCSH heading for names of colleges and universities. "Harvard University" is the pattern heading for this type of institution. Some archivists with whom she met informally at SAA in Denver also had an interest in additional subdivisions under "Universities and colleges." To gather interested individuals, Kate will be putting announcements on the Archives and Archivists listserv and on AUTOCAT, a library cataloging listserv. After gathering a list of interested parties, an electronic discussion on how to proceed will begin.

Robert Spindler (Arizona State University) announced the upcoming ECURE 2000. He also told us that a high-level administrator session proposal is currently before NHPRC.

There was no new business.

The meeting adjourned at 10:00 a.m.

Many thanks to outgoing chair Cecilia Hunter and outgoing Steering Committee members Larry Landis, Robert Sherer, and Mark Vargas for their commitment to serving the College and University archival community!

Notes on the breakout sessions

1) Student Records Issues: Dealing with Registrars and Admissions Officers

Cornell University is working with a consultant on their electronic student records and will be issuing a report that will be made available by the end of the year.

The group discussed concerns about the variety and mix of transfers from admissions and registrar's offices which now include both electronic and paper records. Several members shared their experiences with transfers, difficulties in locating the "official" transcript and appropriate disposal of similar materials located in several offices. It was agreed that there is little or no interest in computer output microfilm in the creating offices.

A significant resource for retention and privacy information is a booklet produced by the Association of University Registrars and their website.

An increasing concern of C&U archivists is the interest in student records by commercial entities. Although privacy issues have received heightened awareness on campuses, the increasing use and ease of electronic access and storage has created situations that have called into question the security of student records.

--- **Betsy Pittman**, University of Connecticut

2) Annual Reports: Contemporary Issues and Historical Uses

Megan Sniffin-Marinoff (MIT Institute Archives) led the discussion. She explained that several years ago the MIT Chancellor questioned whether MIT needed to have administrative and academic departments continue to write annual reports. The Chancellor's question seemed to spring from several issues: less support staff help to collect information (and write), an assumption that web sites will have needed information, and a presumed lack of use of annual reports. Reference Archivist Liz Andrews and Acting Institute Archivist Margaret DePopolo wrote a white paper on the issue. The white paper noted that the annual reports serve as a primary research tool, reflect the goals and vision of the university, and provide a continuous tracking of administrative and academic activity.

As a result of this report, the MIT President's office will continue to compile reports for now.

In the Spring of 2000 a task force met at the initiative of the MIT Communications Office to look at annual reports. The Communications Office is concerned about the time spent assembling the content of the report, and they have asked the

Institute Archives to help determine the ideal content to guide the people who write reports.

The MIT Institute Archives is considering conducting a survey to determine what core information is recorded in annual reports at various colleges and universities.

Megan posed questions for the group to discuss: has this been raised elsewhere? what do other colleges and universities do?

A number of archivists spoke to the problems presented by the lack of annual reports, some noting that annual reports were discontinued at their institutions as long ago as the mid 1970s.

They find that after annual reports are discontinued the type of data that was in annual reports is not available in a similarly easily used format and it poses problems when offices call for information. It takes longer to answer questions, if they can be answered at all. Additionally, back up data which used to serve as an alternative source for information is not being sent to the archives.

The group discussed the need to preserve the core documentation of the institution and what records are being created that should be preserved (and have not been considered permanent) if the core documentation is not being assembled in a useable way. Without annual reports, some archives are saving material archivists have traditionally tried to get rid of, such as vertical files, newsletters and newspaper clippings. Some suspect that the source material for annual reports is sitting in files on people's computers and desks, not a place where archivists (or others) can gain access easily. In addition, some annual reports are being put on the web without regard to its long term retention.

Issues of preservation, volume of collections and use of staff time present bigger problems if archives need to start keeping newsletters, press releases, newspaper clippings, vertical files, and other back up documentation to replace annual reports.

Some archivists also reported that their college or university no longer publishes paper yearbooks. In at least one instance, the students created a compact disk instead of a paper copy. The long-term documentation and preservation issues are not understood outside of the archives community. The discussion indicated that course catalogues are still being published.

At least one archivist reported that some units in his institution have resurrected the reports because of their value.

- Annual reports are very useful when preparing for anniversaries
- Writing departmental histories can be difficult when data isn't collected.

- Annual reports are more important today than ever before because other records are more likely not to be there.
- The annual report was easy to use and contained "good stuff."

How did the idea of not writing annual reports get picked up? There is a culture of not doing reports. There appears to be a flattening of administrative structures resulting in different ways of reporting. For-profit companies issue annual reports to stockholders. Presidents do reports to trustees. What do trustees expect as far as information/report?

Some commented that writing well is no longer appreciated and people are scared to write. Technology changes lead to different ways to communicate. Departments that used to have long-term, full-time staff now have temps. An idea discussed by the MIT task force is to create a template to make it as easy as possible for people to know what data to collect and what to report.

Kate Bowers of the Harvard University Archives reported that Harvard is digitizing their annual reports since 1986 and they will go up on web on or about January 2001. Images of every page are OCR'd at a Michigan company (marked up in SGML), marking with bibliographic data. Users will be able to browse or search. The Harvard-Radcliffe online historical reference shelf will include some Harvard Archives materials. (See the report on this project in this newsletter!)

Several suggestions were made about where to go with this discussion:

- Survey of section (*MIT is likely to undertake this project*)
- Article in Chronicle of Higher Education (*Megan will discuss this possibility with the MIT Communications Office*)
- Literature search (*Liz Andrews of MIT will conduct*)

--- **Nora Murphy**, MIT.

3) Photocopied Archival Materials In Archives

Facilitator Burt Altman (Florida State University) noted that there are manuscript collections which include photocopied materials, and posed three issues:

- What kinds of reproduction procedures/policies are followed?
- What do you do when donors offer collections with photocopies contained in them?
- What do you do with photocopied materials which you own?

One archivist noted that his predecessor had kept ONLY photocopies and tossed originals. In other cases, photocopies

were right next to originals in the same folders/boxes. In terms of photocopies, often there is no information concerning the origin of the photocopy, so that it is unknown whether the photocopy is complete or accurate. Or a photocopy may clearly be marked as coming from another repository, so that for reproduction, the patron may be required to go to the original repository for a photocopy. Sometimes the originating institution has given the secondary institution permission to copy items as long as ownership is clearly identified.

Those present also discussed different methods of identifying copyright, such as putting a sticker or other notice on self-service photocopy machines, using special paper with a copyright notice, and using a transparency with a copyright notice when photocopying, etc. Using a statement such as "this material may be copyrighted" on a photocopy machine or even on a sign at the reference desk alerts the patron that s/he must take responsibility for the photocopied item. If the archivist doesn't know the origin of a photocopy and someone wanted to use the item for publication, the archivist could devise a release form noting copyright origin is unknown.

A discussion of the issue of accepting photocopy materials in collections of papers from faculty members followed. Answers ranged from "No!", since the archivist didn't know the origin of the photocopy, to "it depends on your collection development policy." Sometimes the photocopied item can be very important. SAA brochures on the donation of organizational and personal papers discuss that issue. The information also is on the SAA website.

Members of the group commented that photocopies at times can be critical for access to information, and things must be viewed on a case by case basis, e.g., the development of a writer's work. Each stage of a manuscript shows changes. Photocopies can be important when the original is in such a state of decay that it will not last. Those photocopies should be made on acid-free paper. The archivist also should note why a photocopy exists instead of an original, e.g., the original collection was moldy.

Those present also discussed copyright vs. contract law. Contract law takes precedence over copyright, so that a repository may receive a copyright release to reproduce an item, but if its original contract stated that there would be no copying permitted, that agreement takes precedence. Archivists in the group also discussed copying materials for the web, noting that some items can be watermarked in certain software, such as PhotoShop. Images are also typically put on the web in low resolution.

--- **Helene Whitson**, San Francisco State University

4) Building a relationship with your Athletic Department

Facilitator Elizabeth Slomba, University of New Hampshire, lead the group in a discussion of the wide variety of relationships we have with our Athletics Departments. All agreed on the following:

- The importance of communication
- Be careful what you wish for—the more people know about your program, the more media they will refer to you
- Convince them of the importance of archives by using persuasive comments, such as the deterioration of video and film

Larger universities are moving into an area where an archivist is funded part-time by the Athletic Department.

The problem of digital images and outsourced photographs was briefly discussed. Who owns and controls these prints? What about media-filmed games? Who pays for their preservation? It is important to contact coaches—Penn State is starting an annual meeting. There is also the possibility of conducting oral histories. A local sports historian can be an important contact.

Another issue is dealing with three-dimensional artifacts. They are valuable for exhibits and can inspire alumni. Many university archives do not collect this type of materials as it can lead to ownership questions. There was discussion concerning the impact of E-Bay.

In starting a relationship from scratch, the Sports Information Officer can be a great ally. A university archives should be added to mailing lists in order to receive printed items. Also, university archives should work on developing relationships with alumni and athletic boosters. It is also important to have a records schedule for Athletic Department records—Yale trains an assistant in the AD's office to work with records.

Other methods of outreach include articles for sports newsletters, digital exhibits, and working with the university's NCAA Faculty Representative.

--- Tanya Zanish-Belcher, Iowa State University

C&UA Section Steering Committee Meeting

Attending: Cecilia Hunter, Daria D'Arienzo, Nanci Young, Rob Scherer, Larry Landis, Phillip Stone, Kate Bowers, Bill Maher, Deborah Whalen, Ellen Swain, Christopher Prom, Carol Mathias, Carole Prietto, and Claude Zachary

Cecilia called the meeting to order at 10:03 am and began by saying that the C&UA Section needs a project to move forward. Carole suggested that we look at publications. The

"College and University Archives: Selected Readings" volume that was published by SAA in 1979 is in need of updating and revision. Bill suggested that we check with the Publications Board first, and then do a literature search on the topic. He gave a short history of the genesis of the Reader. Nick Burkel was chair of the C&UA Section in the 1970s and worked long and hard to have a Manual put together and published, but the process became protracted, so he commissioned the Reader as a stopgap until the Manual came out. The Manual was eventually written by Bill and was published in 1992. Bill pointed out that now electronic records issues need to be further addressed and perhaps a revised Reader could be a vehicle to disseminate this information. Nanci pointed out that web publication might also be possible. Cecilia suggested that we work with the Electronic Records Section. An annotated bibliography would also be good resource. The ICA Section of University and Research Institution Archives *Readings On College and University Archives: An Annotated Bibliography* at http://www.usyd.edu.au/su/archives/ica_suv/bibli1.html could provide a beginning literature search (though it was done in 1995 and is outdated). Carole will start the ball rolling on moving forward with the Reader revision; Deborah and Chris will assist her.

Bill will undertake an investigation and possible expansion and revision of the Section's Bylaws with the assistance of Daria, Phillip, and Holly Hodges. He'll need to check the C&UA archives for the existing versions of our Constitution and Bylaws. Daria suggested we refine how the Section Steering Committee positions are defined and develop methods to encourage members to contribute to and participate in the Section, and possibly maintain a list of volunteers for various jobs. We should also generate ideas and comments on the Bylaws from our general membership.

The meeting was adjourned at 10:30.

-----NEWS FROM THE FIELD-----

LCSH for colleges and universities and "archival warrant"

Kate Bowers of the Harvard University Archives wants to hear from other college and university archivists who have a need for additional Library of Congress Subject Headings (LCSH) subdivisions. She is gathering an informal group of archivists interested in adding subdivisions under the LCSH heading for names of colleges and universities. "Harvard University" is the pattern heading for this type of institution. Some archivists with whom she met informally at SAA in Denver also had an interest in additional subdivisions under "Universities and colleges."

Kate made announcements at both the College and University Archives Section and the Description Section meetings in Denver. Some members of the Description expressed an even broader interest. They were interested her concept of potentially using "archival warrant" (as opposed to literary warrant) in proposals to the Library of Congress for new subject headings.

To gather individuals interested in both these areas, Kate will be putting announcements on the Archives and Archivists listserv and on AUTOCAT, a library cataloging listserv. After gathering a list of interested parties, an electronic discussion on how to proceed will begin. Please e-mail her at kate_bowers@harvard.edu if you are interested in participating. If you do not have e-mail, please contact Kate via traditional means: Kate Bowers, Harvard University Archives, Cambridge, MA 02138 or (617) 495-2461.

The Harvard/Radcliffe Online Historical Reference Shelf

When researchers seek historical information about Harvard, Radcliffe, or even the history of higher education in the United States, they often turn to primary sources in the Harvard and Radcliffe Archives. Most often, the quest begins with a browse through the annual reports of the Harvard and Radcliffe presidents and treasurers.

Annual reports have traditionally provided an opportunity for the presidents to launch new initiatives and state their positions on a variety of topics. In addition, most volumes have included the annual reports of all of the major departments throughout Harvard and Radcliffe. Published from the mid-1820s through the mid-1990s, these volumes thus offer detailed views of life at both institutions — from student demographics and faculty appointments to the establishment of new academic disciplines, research trends, philanthropy, and institutional finances.

While many of the reports are indexed, none of the indexes provide the degree of specificity required for in-depth historical research. With the advent of the Harvard-Radcliffe Online Historical Reference Shelf, a joint project conceived by the Harvard University Archives and the Radcliffe Archives and funded by the University's Library Digital Initiative (LDI), using these resources will become as simple as navigating a Web site.

As its name implies, the project is creating a virtual bookshelf where electronic versions of the reports, along with other historical reference sources, can be easily accessed and searched via the World Wide Web. The Reference Shelf's online interface will feature searching, browsing, and printing capabilities. Lists of titles will have links to page images of

the original volumes. Researchers will be able to navigate through each volume page by page or section by section, and a search screen will enable them to find specific names, topics, statistics, and dates. Researchers will also have the option of printing out single pages or sections of volumes.

With a launch date planned for early 2001, the Historic Online Reference Shelf will provide access to 270 volumes of Harvard reports published between 1825 and 1995 and 87 volumes of Radcliffe reports published from 1880 to 1988 as its first offering.

To prepare the reports for conversion to electronic form, duplicate copies of the reports were unbound and 95,600 loose pages were scanned by the Harvard College Library Digital Imaging Group. Where necessary, original copies were kept intact and scanned using an overhead scanner.

The resulting electronic image files were sent to the University of Michigan, where optical character recognition (OCR) software was used to convert the image files to text. Staff in the Harvard and Radcliffe Archives checked the accuracy of the OCR translation by searching a subset of 5,000 pages.

As of September 30th, project staff will have completed SGML markup of the text files to create electronic tables of contents and enable navigation from one section of a report to another. In the next phase, project staff will complete the user interface. The final phase of the project will involve a user evaluation study.

The final on-line version of the reports will use both the image and text files. When researchers access the on-line reports, they will see images of the actual pages. When they look for a particular word, the search will take place behind the scenes in the text files.

As other historical sources about Harvard and Radcliffe are located or created, they too will be added to the Online Reference Shelf. Among the first additions will be links to *The Harvard Book* (1875), which was converted to electronic form in an earlier project, and an electronic version of *A Century to Celebrate* (1979), a history of Radcliffe published at its centennial. Later additions to the Reference Shelf will include links to historical resources already available online, such as the *Harvard Fact Book* published by the Budget Office.

While access is the initial focus of the On-Line Reference Shelf, electronic conversion of the annual reports also serves archival purposes. Eventually, the electronic image files will be copied to microfilm to create a preservation master set. Archivists at Harvard and Radcliffe are keenly aware that, in their current form, the annual reports are a consumable

resource. Pages are brittle and even broken. By converting them to electronic form and microfilm, the Archives will improve their current availability and ensure their availability for future use.

-- **Robin McElheny**, Associate Harvard University Archivist for Programs

Analyzing the Collecting of Faculty Papers at Yale University

At SAA's annual meeting in Denver, three members of the Manuscripts and Archives Department of the Yale University Library staff (Christine Weideman, Diane Kaplan, and Tom Hyry) reported on a project that analyzed the acquisition, appraisal, and processing issues surrounding the papers of Yale faculty members. Although the acquisition and preservation of these collections had long been seen as an important part of the department's mission and programs, the selection process had never been carried out with clear goals in mind. Past collecting practices, which primarily consisted of reactive acceptance of most materials offered, left the department with a large backlog of collections, many with minimal research value. We suspected that there were valuable collections of papers that we should be pursuing and we faced an increasing need to react to requests from faculty members to house their papers. Discussion following our formal presentation made it clear that this problem is shared by many of our colleagues responsible for collecting faculty papers, either as manuscript collections or as part of university archives programs.

The session described the history and methodology and reported the findings of our project, which included a literature review, a thorough analysis of the applicability of the Minnesota Method¹ for collecting faculty papers, and discussions with other archivists, faculty members and administrators. As a result of the project we established guidelines for determining from whom we would proactively solicit materials and the types of materials we would and would not take. The guidelines also help us determine processing priorities and react to offers of faculty papers collections.

¹ The Minnesota Method was developed at the Minnesota Historical Society as a way to evaluate business records. For more information, see Daniels-Howell, Todd J. and Mark A. Greene, "Documentation with 'An Attitude': A Pragmatist's Guide to the Selection and Acquisition of Modern Business Records," *The Records of American Business*, ed. James. M. O'Toole (Chicago, 1997), 161-230.

Our project rested on the premise that appraisal of faculty papers is essentially a subjective process, determined by the needs and warrants of the missions of individual institutions. For our situation, we decided to focus our standards on determining the relative influence of an individual faculty member's career outside of the university, beyond the usual functions of teaching and research. Practically, this meant we would no longer seek syllabi, lecture notes, and examination questions or reading notes, bibliographies, study data, and published writings.

Our findings also pushed the University Archives staff to determine the functions they want to document and the elements of faculty papers they need to preserve. The burgeoning records management program now actively seeks to bring in documentation of curriculum development, classroom teaching, and faculty participation in university governance, some of which can be found in records kept by faculty.

The findings of the project have provided us with a defensible rationale to use to refuse offers of papers and a coherent strategy for actively targeting desirable collections. While conclusions will no doubt be different from repository to repository, the exercise to determine and articulate criteria strengthen the collecting program.

For more details about our findings and the methods we took to reach them, please keep an eye out for a longer and more detailed article about this project, currently in the works.

-- **Tom Hyry**, Yale University

Atlanta University Center Archives would like to announce its new and improved Webpage. Brief descriptions of our collections are now available online. The AUC Archives is renown for its southern civil rights collections such as the Southern Regional Council, the Commission on Interracial Cooperation, and the Southern Conference for Human Welfare. We also house the papers of important figures in the African American community such as John Hope, Hoyt Fuller, and C. Eric Lincoln. Please visit our Website at <http://www.auctr.edu/arch>

-- **Cathy Lynn Mundale**

Note to Contributors

Please send news items, articles, sightings in the Archives reports, and any relevant or amusing submissions to the Editor of *The Academic Archivist*, Claude Zachary, c/o USC University Archives, Los Angeles, CA 90089-0182 or [<czachary@usc.edu>](mailto:czachary@usc.edu).

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As the University Archivist, she is responsible for the University of Maryland collection area within Special Collections and University Archives (SCUA) and oversees reference services, collection development, donor outreach, and stewardship and instruction activities. She also co-leads the Iowa Private Academic Libraries Information Literacy Interest Group annual workshops. Archivists acquire, manage and maintain documents and other materials that have historical and cultural importance for individuals, organisations and nations. As an archivist, a large part of your work is related to preserving information and making it accessible to users, increasingly in digital format. Users include researchers, academics, other professional staff and the general public. Responsibilities. As an archivist, you'll need to The Academic Archivist " Official Blog of the College and University Archives Section, Society of Am Global rank. 5 248 799. Academicarchivist.wordpress has the lowest Google pagerank and bad results in terms of Yandex topical citation index. We found that Academicarchivist.wordpress.com is poorly "socialized"™ in respect to any social network. According to MyWot, Siteadvisor and Google safe browsing analytics, Academicarchivist.wordpress.com is a fully trustworthy domain with no visitor reviews. Academic. Digital Archivist. The Atlanta University Center (AUC) Robert W. Woodruff Library, Atlanta, GA. Land Division of the office of the Clerk of Civil District Court for the Parish of Orleans. <http://orleanscivilclerk.org/employment.html#STAFF%20ARCHIVIST%20Job%20Description%20062519>. Academic. University Archivist (ranked as Librarian Senior Assistant).