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The Primary Source

MISSISSIPPI ARCHIVES LIBRARY
MCCAIN GRADUATE LIBRARY

A Quarterly Publication of The Society of Mississippi Archivists

Volume Five

August, 1983

Number Three

NHPRC AWARDS ARCHIVAL NEWSFILM GRANT TO MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

Grant funds totalling \$93,171 have been awarded by the National Historical Publications and Records Commission to the Mississippi Department of Archives and History for the arrangement and description of the Department's Newsfilm Collection and the development of a computerized finding aid. In making the announcement of the award, Elbert R. Hilliard, Department director, stated that the Commission felt that the project proposed by the Department was one of national significance, and he said that the Commission had requested the Department to disseminate nationally progress reports on the Project's work. NHPRC will provide \$29,251 in cash funds, the Department will provide \$58,920 in cost-sharing, and \$5,000 will come from other sources.

The Mississippi Department of Archives and History is one of a small, but growing, number of archival repositories in the country that have accessioned 16mm newsfilm materials, donated by local television stations. These materials are available for collecting for a number of reasons; chief among these is the conversion by television stations from film to video formats.

A P O L O G I A

AUGUST COMES IN NOVEMBER

Any number of people have inquired as to the whereabouts (and even the whenabouts) of the August issue of The Primary Source. Well, folks, here it is, in November. Actually, there are some good reasons for its tardy appearance, but you'll have to be satisfied with a few excuses. Would you believe the summer doldrums hit almost everybody - the editor, the newsgatherers, even (so some say) the profession itself. And, on top of that, our printer took a two month leave of absence to relocate, providing us doldrum-afflicted peoples with the right excuse to procrastinate. Anyway, there you have it, as well as our promise to have the November issue out right on schedule, sometime in December.-hth

The historical significance and size (approximately 1.5 million feet) of the Newsfilm Collection suggested it for the application of test procedures for arrangement and description of newsfilm collections. Over twenty per cent of the Newsfilm Collection footage consists of valuable, often unique, footage of the Civil Rights Movement in Mississippi. The remainder of the collection provides documentation for the changes in Mississippi life and environment during the period 1954-1971. Both black and white and color as well as sound and silent film are in the Collection.

Present Arrangement and Access

Current intellectual and physical access to the Newsfilm Collection is severely limited. The film is arranged in two ways. One arrangement is the "F" series. Each separate news story is assigned a consecutive number with an "F" prefix. The film in this

(Continued on Page 19.)

The Primary Source is a quarterly publication of news and ideas produced by the Society of Mississippi Archivists, a non-profit organization of professional archivists and interested persons. Subscription to *The Primary Source* is included in the Society membership dues. Membership information is printed on the last page of each newsletter.

Your contributions are welcome. Write *The Primary Source*, P.O. Box 1151, Jackson, MS 39205.

Deadlines for inclusion are:

- #1 (February) -- January 31
- #2 (May) -- April 30
- #3 (August) -- July 31
- #4 (November) -- October 31

h t holmes.....Editor
Martha Sparrow...Assistant Editor

FROM THE PRESIDENT -

I want to take this opportunity to encourage all SMA members to return the membership renewal notices with dues payment as soon as possible if you have not already done so. This will be a big help to Ana Gordon and Alice Cox who coordinate membership and the financial affairs of the Society.

The SMA is looking forward to an active year. The Council and several committees of the Society have committed much work to educational matters. The Archival Education Committee and the Conservation Committee have both devoted their energies toward outreach in archival matters in the state and are looking forward to an active 1984.

The Society owes much gratitude to Bob Bailey who resigned his position as Executive Director in May. Bob was active in the founding of the Society and agreed to serve as

interim Executive Director after serving as President of the SMA in 1981-1982. Bob's contributions to the Society will certainly not stop and I know the SMA can look forward to his professional assistance in the future.--WJH



USM'S COOK LIBRARY HOSTS PRESERVATION DISPLAY. During the months of July and August, the display cases on the second floor of Cook Library at the University of Southern Mississippi held a display highlighting basic library preservation problems. Both environmental and patron-induced problems were included. The display was developed and mounted by Irmi Wolfe (Cook Library Cataloging Department) and Lois Upham (USM School of Library Service), both of whom are members of the Society of Mississippi Archivists Conservation Committee.

ACCESSIONS

EVANS MEMORIAL LIBRARY, ABERDEEN

Pollard-Wente Collection. c. 1860-1920's.

Large family Bibles, tintypes, ambrotypes, photographs, leather bound books, an 1866 funeral notice, calling cards, a Confederate Civil War letter of Austin Pollard to his wife in Aberdeen from camp at Tupelo dated July 10, 1864, a silk fan, a pewter mug, old letters and clippings, a satin and velvet patchwork baby quilt in the fan pattern made in Aberdeen in 1860's, a commemorative Masonic book given to Austin Pollard 1921 by the Aurora Lodge and marked "Engrossed by H. c'Ailly," and seventeen pieces of antique jewelry. Collection open. Presented by Ivan H. Wente, Hot Springs, Ark.

Brannin (Addison) Collection, accretion. c. 1893-1940's.

8 items. Photographs of his building projects plus photocopies of papers concerning his estate settlement. Presented by James A. King, III, of Egypt, Ms.

UNIVERSITY OF SOUTHERN MISSISSIPPI

de Grummond Collection, accretions. (Collections are open).

Aylesworth, Thomas. Science Looks at Mysterious Monsters -- edited typescript, index and published book.

Calhoun, Mary. The Witch Who Lost Her Shadow -- edited typescript, correspondence, drafts. The Witch's Sprig --edited typescript, drafts, correspondence. Euphonia and the Flood --edited typescript. Mermaid of Storms -- edited typescript. Audubon Cat -- various drafts. Mrs. Dog's Own House -- drafts, typescript, correspondence.

Cavanna, Betty. Wanted: a Girl for the Horses --typescript. Storm in Her Heart -- proofs, published book. The Surfer and the City Girl --reviews. Stamp Twice for Murder --correspondence, research materials, reviews. Going on Sixteen --publisher's information.

Cohen, Daniel. Horror in the Movies -- edited typescript, galley, dummy. A World of Magic --typescript, galleys, index.

Coombs, Charles. BMX: A Guide to Bicycle Motocross --outlines, notes, correspondence, research, galley, various drafts of manuscript.

Corcoran, Barbara. Strike! --galley, typescript, page proofs.

Gackenbach, Dick. I Hate My Brother Harry -- original artwork. Mr. Wink and His Shadow Ned --artwork, dummy, edited typescript, galley.

Jauss, Anne Marie. Fabulous Beasts -- original artwork, research. The Pasture -- galleys, research, sketches, edited typescript, drafts, research. Under a Green Roof -- research, edited typescript, galleys. The Valiant Little Tailor -- typescript, dummy, galley, original illustrations, films. The Little Horse of Seven Colors --correspondence, typescript, drafts. The Easy Book of Division -- typescript, artwork. The River's Journey --research notes, typescript. Hunting Big Game in the City Parks -- original illustrations.

Kessler, Leonard. Old Turtle's Winter Games -- original illustrations.



ACCESSIONS

- Knudson, R. R. Speed -- edited typescript, galley.
Pantell, Dora. Miss Pickere11 on the Trail --edited typescript. Miss Pickere11 and the Blue Whales -- edited typescript, galley.
Poole, Gray Johnson. New Book of Knowledge --correspondence, first draft, submitted typescript, author's agreement, research. Thieves with Fur and Feathers -- outline, bibliography, notes for illustrator. Pots and Pans -- proposal, correspondence. Correspondence with Jerome Wexler and the Society of Children's Book Writers.
Suba, Suzanne. The Hunting Trip -- original illustrations. The Man with the Bushy Beard -- original dummy, galleys. Sketch for a 1982 Christmas card.
Wexler, Jerome. Catnip -- bookjacket. Eat the Fruit, Plant the Seed -- book-jackets. Cotton -- black and white photographs, bookjacket. A Bird's Body -- black and white photographs. Pop, Glide, Stick: How Seeds Travel -- draft. The Birth of a Fern -- typescript with photos. Eine Handvoll Hund (My Puppy Is Born) -- paperback edition. Information pertaining to Wexler's nomination for an American Book Award in 1982. Fan letters. Reviews. Newspaper articles. Magazine articles.

MISSISSIPPI STATE UNIVERSITY

John C. Stennis Collection, addition. 1980-1982. 42 cubic feet -- office files; 7 boxes of audio/video tapes from 1982 Senate Campaign; 19 boxes of artifacts and photographs; 26 books; 27 office notebooks. The above includes files from the 1982 Senate Campaign which have been cleared for research use. Donated by John C. Stennis.

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EVANS MEMORIAL LIBRARY, ABERDEEN

On May 24, the result of the work of several months with Evans Memorial Library's Historical Division was on display at the opening of the McDonald's restaurant in Aberdeen. Photographs, etchings on glass and paintings of old homes and scenes in Aberdeen decorate the walls. The library was the recipient of the ten \$10.00 bills attached to the ribbon which was cut. Counted cross-stitch plaques, handmade by owner, Linda Cunningham, give credit to the library for help in decorating the interior.

A National Register application form on the Aberdeen M & O Depot was completed by the Historical Division for the Aberdeen Chamber of Commerce. Other agencies have also been doing research on this subject.

In the past three months, visitors from sixteen states plus twenty-four Mississippi towns have done research here.

NEWS NOTES

DIVISION OF RECORDS MANAGEMENT, DEPARTMENT OF ARCHIVES AND HISTORY

The State Records Committee held its regular quarterly meeting a bit early this time because of scheduling conflicts. The Committee convened at the Charlotte Capers Archives and History Building on Thursday, July 7, and at this meeting approved forty-eight records control schedules for four state agencies: the Mississippi Ethics Commission, the Emergency Management Agency, Vocational Rehabilitation for the Blind, and the Department of Archives and History. Since its establishment, the Committee has approved 194 schedules for nine agencies. Increased records management activity is expected during the fiscal years 1984 and 1985. To assist in this anticipated records activity with its accompanying increase in requests from state agencies for assistance with scheduling, the Department has recently created a special funded time-limited (one year) records analyst position, and has hired Pam Gladney to fill the position.

A second records management handbook is ready and is presently at the Secretary of State's Office in accordance with the Administrative Procedures Law. Handbook Number Two deals with records scheduling and disposition and became effective September 1, 1983. Anyone interested in obtaining a free copy should contact Ron Tomlin, Director, Division of Records Management, State Records Center, 929 High Street, Jackson, Mississippi 39202. To date, records officers have been appointed in ninety-two state agencies, boards, commissions, and offices of elected or appointed officials. The records liaison officers should improve the effectiveness of the state's records management program.

In comparison with figures for services performed by the State Records Center during fiscal year 1983, the recently ended fiscal year 1982 saw substantial increases. Reference activity was up 84%, boxes destroyed was up 40%, rolls of microfilm processed increased 49%, computer output microfilm frames were up 16%, and COM microfiche production was up 42%.

COLUMBUS PUBLIC LIBRARY

The library staff of the Margaret Latimer Buckley Local History Room of the Columbus Public Library has compiled an index to the 1870 Federal Census of Lowndes County, Mississippi. The index will be published in November. For further information contact Mrs. Kris Bennett, Archivist, Lowndes County Library System, 314 North 7th Street, Columbus, Mississippi 39701, telephone number (601) 328-1056.

The *Ulster Genealogical and Historical Guild Newsletter*, volume 1, published in Belfast, Northern Ireland, has included an article by Mrs. M. B. Rook, a staff member of the Buckley Room, Columbus Public Library. The article contains gravestone inscriptions copied from stones in the Bethsalem Presbyterian Church Cemetery in Winston County, Mississippi.



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SOCIETY CONDUCTS IN-SERVICE CONSERVATION TRAINING FOR PUBLIC LIBRARIES

The Society of Mississippi Archivists conducted a one-day in-service training workshop on basic conservation for public librarians on September 16, 1983, at the Northside Branch Library in Jackson, Mississippi. Sponsored by the Jackson Metropolitan Library System and supported by an LSCA grant from the Mississippi Library Commission, the workshop attracted twenty-two librarians from eight library systems. SMA members conducting the workshop were Linda Overman, Conservation Committee Chair, and H. T. Holmes. One of the objectives of the workshop was to illustrate some of the requirements and problems involved in a local library accepting archival material for deposit. A second objective was to provide local librarians with the basic reference knowledge needed to respond to patrons' requests for conservation of family papers. And a third objective was to impress upon the workshop participants the need for disaster planning.

SPECIAL SUBSCRIPTION OFFER FOR *PROVENANCE*

The Society of Georgia Archivists is currently offering to SMA members a special subscription rate for their publication, *Provenance, The Journal of the Society of Georgia Archivists*. Starting in the calendar year 1984, the SGA is willing to offer *Provenance* (formerly *Georgia Archive*) to SMA members at the subscription rate of \$10.00 per year, a savings of two dollars over rates for individuals. However, for this offer to be good, a minimum of five SMA members must take advantage of it. The special subscription rate will not include the *SGA Newsletter* or ballot, but it will entitle the subscriber to two issues of a journal which is striving to represent the South in the archival profession.

In the past year, the journal, with its new name, has taken steps to earn a following in our region. The newsreels section of *Provenance*, starting in 1983, has been devoted to news from Southeastern archives. In addition, members of the editorial board and department heads of *Provenance* have been recruited from various states in the Southeast. The new focus of the journal will be emphasized in the Spring 1984 issue when it will be devoted to the theme of archives in the Southeast. With the interest and help of archivists in the South, the journal will make its mark.

To take advantage of this special subscription offer, please send your \$10.00 subscription fee to William Hanna, President, Society of Mississippi Archivists, P. O. Box 1151, Jackson, Mississippi 39205, by January 31, 1984.

SAA ANNOUNCES PUBLICATION OF CONSERVATION MANUAL

The Society of American Archivists has added a new title to its list of publications on archival topics. *Archives and Manuscripts: Conservation. A Manual on Physical Care and Management*, by Mary Lynn Ritzenthaler, addresses problems and issues in archival conservation and offers solutions to assist archivists in caring for their collections from a sound conservation perspective. It emphasizes the need to consider conservation as an integral part of existing archival and curatorial functions. Chapter headings include the following: Conservation Philosophy; Nature of Archival Materials; Causes of Deterioration; Creating a Suitable Environment; Storage of Archival Materials; Integrating Conservation and Archival Administration; and Conservation Treatments. \$7, SAA members; \$9, others. SAA, 600 South Federal, Suite 504, Chicago IL 60605.

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FREE HOLLINGER-TYPE CARDBOARD BOXES

The Chicago Federal Archives and Records Center has available, at no cost, approximately 45,000 Hollinger-type records storage boxes. These boxes have the standard flip tops and measure 13" long, 5" wide, and 10½" high. Previously used at the National Personnel Records Center in St. Louis, Missouri, the boxes are in varying conditions, all with original-use labels. These boxes are available for donation because of their relatively high acidic content, a pH rating of 5.1.

These boxes are currently stored on wooden pallets and although the Chicago FARC would prefer a single donee for all items, they will consider the shipment of smaller lots. Although there will be no purchase cost, the organization accepting the boxes will be responsible for all freight costs.

Samples are available upon request and all inquiries should be made to David E. Kuehl at the Chicago Federal Archives and Records Center, 7358 South Pulaski Road, Chicago, IL 60629 or by telephone at (312) 581-7816.

FADING AWAY: WHAT CAN BE DONE TO STABILIZE COLOR PHOTOGRAPHIC PRINTS

The New Orleans Museum of Art will host a panel discussion on the subject Saturday, December 10 from 1:00 to 2:30 p.m. in the Museum Auditorium. The guest speaker is noted authority Henry Wilhelm, recipient of a Guggenheim Fellowship to study the instability of color prints, and author of the upcoming book, *The Stability and Preservation of Contemporary Photographic Materials* to be published in February, 1984. Panelists are Nancy Barrett, NOMA; John Lawrence, Curator of Photography, Historic New Orleans Collection; and Lester Sullivan, Archivist, AMISTAD Research Center.

Most color prints are very unstable; many will suffer severe fading, shifts in color balance as color dyes fade at an uneven rate, and a yellowing usually observable in high-light areas. These phenomena will occur rapidly under exposure to natural and ultraviolet light, and can appear even in dark storage due to fluctuations in temperature and humidity. Thus, long-term storage of color photographs is a serious problem for museums, collectors, and the general public. The panelists will address the issue and discuss what can be done to halt this deterioration.

SOCIETY OF GEORGIA ARCHIVISTS TO HOLD FALL MEETING NOVEMBER 17-18, 1983

The Fall Workshop meetings of the Society of Georgia Archivists will be held in Atlanta, November 17-18, at the Ladha Downtown Hotel. Sessions will include: Archives in Our Neighboring States; The State of One State Archives; a luncheon address by Edward Weldon, Director, Georgia Department of Archives and History; Archives, History, and Historic Preservation: A House of Cards?; Archival Outreach Programs; Archives and Automation in the 1980s; and Archives by Degree: Academic Preparation for the Archival Profession. For more information contact Pat Hill, Society of Georgia Archivists, P.O. Box 261, Georgia State University, Atlanta, GA 30303.

KANSAS CITY AREA ARCHIVISTS ESTABLISH A CALAMITY COMMITTEE

The Calamity Committee was established by the Kansas City Area Archivists at their May annual meeting. The Calamity Committee is to encourage and assist

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KCAA member organizations to follow up at the disaster planning methods outlined at their Spring symposium and in the KCAA Disaster Manual by undertaking their own disaster plans. Unlike most of the KCAA committees, the Calamity Committee is a special rather than a standing committee, and the Committee plans to put itself out of business within a year or so.

FELLOWSHIPS OFFERED FOR RESEARCH ON APPRAISAL PROBLEMS

Through funds received from the Andrew W. Mellon Foundation, the Bentley Historical Library, University of Michigan, will offer fellowships for research on appraisal problems associated with modern documentation. Fellowships for the 1984 summer program in Ann Arbor will be awarded for periods of one, two, three, or four months. Awards of up to \$2,500 per month will be made to individuals to support research while in residence in Ann Arbor. A housing allowance will also be provided. Professional archivists, historians, and other scholars at any stage of their professional careers are eligible for fellowships. United States citizenship is not a requirement. Applications for the summer 1984 fellowship program must be post marked by December 12, 1983. For application forms and further information, contact Francis X. Blouin, Director, Bentley Historical Library, University of Michigan, 1150 Beal Avenue, Ann Arbor, MI 48109, or telephone (313) 764-3482.

PUBLIC RECORDS DEMONSTRATION PROGRAM LAUNCHED

Kentucky Department for Libraries and Archives' Public Records Division and the Historical Records Advisory Board have been awarded \$198,000 for a demonstration program to protect Kentucky's vital local records.

State Librarian/Commissioner Jim Nelson announced the award at the Kentucky County Clerks' Association's June meeting. The money, made available by the National Historical Publications and Records Commission, will fund a limited program of up to \$15,000 each for county and city governments. The grants will be used to protect local government vital records, promote timely destruction of obsolete records, and preserve records of permanent value. Under threat from natural disasters and neglect, these records include deeds, mortgages, mineral leases, marriage records, wills, plans, law enforcement records, and city ordinances.

According to Public Records administrators, local funding levels prevent county and city officials from dealing with current demands. These officials need assistance from state government if Kentucky's vital records are to be protected. The demonstration program is designed to show the magnitude of the local records problems and the limited local resources available for dealing with them.

Legislation for a state-supported program is now being discussed with members of the General Assembly. Local public officials and businessmen have expressed strong support for the program.

Kentucky's Historical Records Advisory Board is in the process of reviewing applications and will award the grants. Advisory Board members include public officials, archivists, historians, and citizens. State Archivist and Board Coordinator Dr. Lewis J. Bellardo will direct the program. Margaret T. Merrick is the program coordinator.

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GRANT AWARDED FOR DEVELOPMENT OF RLG AUTOMATED BIBLIOGRAPHIC SYSTEM FOR MANUSCRIPTS AND ARCHIVES

The U.S. Office of Education has awarded a Title II-C grant of \$400,000 to Yale University to undertake a joint project with Cornell and Stanford University libraries, the Hoover Institution, and the Research Libraries Group, Inc. The purpose of this project is to design and implement enhancements to the Research Libraries Information Network (RLIN) which will facilitate the accessioning, cataloging, and management of manuscript and archival materials. The development of a standard bibliographic exchange format will enable Cornell, Stanford, and Yale to integrate their manuscript and archival holdings into RLIN, thereby forming the foundation for a national data base. Project activities in 1983 will include determining cataloging standards, establishing guidelines for authority control, entering records into the RLIN data base, and producing user documentation for dissemination to other RLG institutions. These activities build upon previous work done with Title II-C funding at Yale which involved the development of functional specifications for enhancements to the RLIN bibliographic system. Prior attempts to integrate manuscripts and archives into library data bases have had serious drawbacks because the systems required that manuscripts and archives be described in a format designed primarily for books and other discrete bibliographic items. Because of its flexibility, RLIN offered the opportunity to design a specific format for manuscripts and archives that would respect the unique descriptive requirements of these materials.

The main goals of the system are:

1. To serve as the tool for building, maintaining and exploiting a union data base of bibliographic and related data representing the archival and manuscript material held by repositories, in order to expedite access to the material by researchers, archivists and librarians;
2. To integrate this data base with the existing RLIN bibliographic data bases, thereby offering integrated access to the full range of resources of member institutions, across all formats (books, serials, manuscripts and archives, maps, etc.); and
3. To facilitate the performance of "housekeeping" tasks at the repositories in which the materials are held, e.g., keeping track of accessions, restriction information, and processing backlogs.

The union data base will support on-line query, offering rich and flexible access; the production of standard hard-copy products produced cyclically, such as printed guides, catalog cards, COM catalogs or other page-form catalogs; and the production of other standard hard-copy products on demand, e.g., accession slips, donor lists, and lists of in-process material. The system will be suitable for the description and retrieval of the whole range of materials housed by repositories: archival record groups and their subdivisions; manuscript collections and their subdivisions; single items; microforms of archival and manuscript collections; special materials such as ephemera, memorabilia, objects, artifacts, maps, photos, drawings, charts, printed volumes, etc., if they are part of an existing manuscript or archive collection. The system covers the entire process of collection handling from the point of acquisition to the creation of finding aids and the establishment of complete

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physical and intellectual control over the material. The ultimate aim of the system is to provide materials with a broad range of access points.

The following areas of activity are not now within the scope of the system: circulation, user services, user statistics, and computer storage of lengthy finding aids such as registers. The computer records will specify the availability and types of finding aids, but the system is not intended to store in machine-readable form the finding aids themselves. Registers and inventories will remain separate documents available from member repositories in hard-copy or microform. For further information, please contact John Dojka, Yale University Library.

--From *Mid-Atlantic Archivist* (12:3)

ALABAMA RECEIVES NEWSPAPER GRANT

The Coalition for the Preservation of Alabama Newspapers has received a \$10,000 grant for the development of a statewide plan to preserve Alabama's newspapers from the National Endowment for the Humanities. Members of the Coalition include the Society of Alabama Archivists, the Department of Archives and History, Alabama Public Library Service, the Council of Librarians of the Alabama Commission on Higher Education, Association of County Commissions, Alabama Press Association, Alabama Library Association, and the Pioneer Alabama Library System.

Work on the project began in July, 1983 with a survey to determine newspaper holdings in the state. A statewide plan will establish priorities for preserving endangered newspaper holdings and develop procedures for preserving those most threatened on microfilm. For more information, write The Coalition for the Preservation of Alabama Newspapers, 6030 Monticello Drive, Montgomery, AL 36130.

--From *SGA Newsletter* (15:2)

TVA CONDUCTS 50th ANNIVERSARY ORAL HISTORY PROJECT

TVA's 50th Anniversary Oral History Project is identifying and interviewing knowledgeable people about the formulation, implementation, and ramifications of legislative mandates and internal TVA policies and programs upon the agency and the natural and human environment. Specifically, this project concentrates on collecting information about the agency's power program, water control (including navigation and floodplain management), environmental policies and programs (including fertilizer research and development), community and regional development, and agency reorganizations. Former TVA employees and power distributors, as well as other people who were directly affected by the agency's programs, are being interviewed. Fifty to seventy-five interviews are planned. The agency will release the transcripts and tapes for research through the TVA Technical Library in Knoxville as they are completed.

--From *Tennessee Archivists* (No. 11)

MARAC OFFERS FREE TECHNICAL LEAFLETS

The Mid-Atlantic Regional Archives Conference (MARAC) has begun a Technical Leaflet Series, the purpose of which is to provide brief, practical information about selected archival topics suitable especially for beginners in the

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profession. There are a limited number of extra copies of the three Technical Leaflets published to date:

"Appraisal of Social Welfare Case Files," by Thomas E. Mills

"Computing the Total Cost of Archival Processing," by Thomas Wilsted

"Planning for Archival Programs: An Introduction," by Bruce W. Dearstyne

Single copies can be obtained, at no cost, by sending a stamped, self-addressed envelope to the series editor: Gregory S. Hunter, Director of Archival Programs, United Negro College Fund, Inc., 500 East 62nd Street, New York, NY 10022. Please specify which Technical Leaflet you desire.

LIBRARY OF CONGRESS PUBLISHES ARCHIVES CATALOGING MANUAL

The Library has published *Archives, Personal Papers, and Manuscripts: A Cataloging Manual for Archival Repositories, Historical Societies, and Manuscript Libraries*, compiled by Steven L. Hensen of the Manuscript Division. It has been long recognized by members of the archives and manuscript community that the general orientation of most cataloging codes towards published materials often failed to take into consideration certain fundamental and important characteristics of original source materials, especially in providing for the description of manuscript collections, groups of personal papers, and archival record series.

After the second edition of the *Anglo-American Cataloguing Rules* (AACR 2) was published, the Library of Congress, in cooperation with the Joint Committee on Specialized Cataloging of the Council of National Library and Information Associations (CNLIA), decided to prepare a series of interpretive manuals in an attempt to resolve difficulties existing in some of the chapters treating special materials, most especially those on graphics, manuscripts, and motion pictures and videorecordings (manuals on cartographic materials and rare books having already been undertaken).

In the early summer of 1981, the Library announced its plans for the manuscripts manual (see *LCIB* June 12, 1981) and solicited reaction and comments on an early draft. A later draft, drawing on the wide range of comments received from American and foreign archivists, librarians, and manuscript curators was submitted to final revision and editing at a three-day meeting held at the Library in March 1982. Participants in this meeting, which was held with the assistance of a research resources grant to CNLIA from the National Endowment for the Humanities, included William L. Joyce, Assistant Director for Rare Books and Manuscripts, New York Public Library; James Kopp, History of Medicine Division, National Library of Medicine; Lydia Lucas, Head of Technical Services, Minnesota Historical Society; Victoria Irons Walch, National Archives and Records Service; and LC staff members, Harriet Ostroff, Head of the Manuscripts Section, Special Materials Cataloging Division, and Steven Hensen, Senior Manuscript Cataloger, Manuscript Division.

The resulting cataloging manual will, it is hoped, provide a cataloging structure that is consistent with both established principles of archival and manuscript description and existing formats for published materials. In the words of John C. Broderick, Assistant Librarian for Research Services, while "not a thoroughgoing replacement for chapter 4, AACR 2, [it is nevertheless] offered as a guide and model." Copies of the manual are available for \$10.00 each from Customer Service, Cataloging Distribution Service, Library of Congress, Washington, DC 20541.

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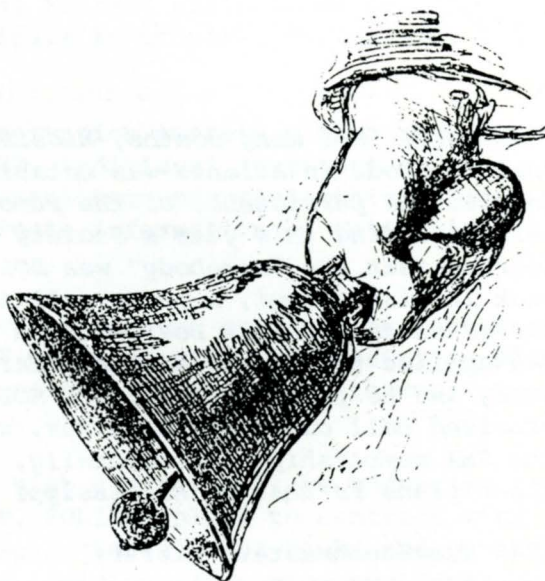
NEW ENGLAND ARCHIVISTS RAISE ISSUES: COMMUNICATION OF APPRAISAL DECISIONS

In the most recent issue (10:4) of the *New England Archivists Newsletter* a column was initiated to comment on various archival issues. The first topic dealt with the communication of appraisal decisions, and the gist of the column is now passed along to TPS readers:

The National Science Foundation and the Andrew W. Mellon Foundation are funding research on strategies of appraisal which is currently going on at the M.I.T. Institute Archives. Under the direction of Helen Slotkin, Joan Haas and Barbara Simmons are working on a document aimed at guiding archivists, especially those with no background in science and technology, through the appraisal of scientific and technological records at both the repository and collections levels. In the course of this work, they have discussed the benefits that appraisal notes - information on appraisal decisions routinely incorporated into finding aids - would have for both researchers and archivists. The main purpose of an appraisal note would be to convey to the interested researcher the type and amount of material discarded, and how, why and by whom the decisions to discard or to sample the material were made. Understanding the original context of collections would enable researchers to more accurately evaluate a collection's information content. Appraisal notes would also be useful to archivists who might be devising appraisal strategies or appraising a specific collection.

As they have conceived them, appraisal notes would be brief narratives, containing the following information when applicable: 1. Where the records were appraised (Was the material appraised in an office, laboratory, residence and/or archives?); 2. How the records were housed; 3. Who was consulted in the decision-making process? (The response to this question might include members of the archives' staff, the donor, a subject expert and/or a historian.); 4. The volume of the material appraised; 5. A description of the material discarded or sampled (The description should include information on both form and content of the material.); 6. Reasons the material was discarded or sampled; 7. Volume of the material discarded or sampled; 8. Description of the material that was separated; 9. Location of separated material; 10. Volume of separated material; 11. Name of individual(s) who carried out appraisal decisions; 12. Date appraisal action was taken.

They conducted a small poll of a dozen historical researchers and ten archivists whom they asked to respond to the idea of archivists routinely incorporating appraisal notes into finding aids. All the historical researchers responded favorably to the idea. Several archivists, however, had reservations, feeling that appraisal information should be collected but that the collection control file was a more appropriate place to house it. Slotkin, Haas and Simmons request your views on the subject. Please send comments to Joan Haas, M.I.T. Institute Archives, 14N-118, Cambridge MA 02139.



SAA SCHEDULES CONSERVATION WORKSHOP

The Society of American Archivists is pleased to announce that the following conservation workshop has been scheduled as part of its Basic Archival Conservation Program:

March 26-28, 1984

Jackson, Mississippi
Mississippi Department of Archives and History

The 3-day workshop will consist of lecture/discussions on various aspects of conservation philosophy and administration as well as hands-on demonstration and practice of basic archival conservation techniques. Subjects covered include: causes of deterioration; environmental controls; implementing a conservation program; disaster preparedness; care of non-textual records; and preservation microfilming. A kit of conservation supplies will be provided to each participant to be used during the hands-on practicum.

Limited enrollment; tuition is \$75.00. Persons eligible to attend the workshop must currently hold a position in a manuscript or archival repository and have little or no previous training in conservation.

Inquiries and requests for applications may be directed to the Basic Archival Conservation Program at SAA's new address: Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605.

The Basic Archival Conservation Program is funded by the National Endowment for the Humanities.

SOLINET PLANS REGIONAL CONSERVATION PROGRAM

By Lisa Fox

SOLINET

Atlanta, Georgia

(Ed. Note: For many months, Mississippi archivists have been hearing vague rumors that somebody in Atlanta was establishing a Southeastern regional conservation center. Despite the persistence of the rumors, no hard facts were available until SMA members attending this year's Society of American Archivist meeting in Minneapolis learned that the "somebody" was SOLINET (the Southeastern Library Network). Once back in Mississippi, a phone call to Millsaps College Librarian Jim Parks--who serves on the SOLINET board--began to provide the details. Jim said that SOLINET had applied to NEH for a rather large grant to establish a network conservation program, and he promised to have a SOLINET staff member call. A few days later, the promised call came from Lisa Fox, who agreed to provide the following information for the SMA membership. Incidentally, the reason Mississippi archivists weren't aware of these plans is that no Mississippi archives is a member of SOLINET.

The Southeastern Library Network -- SOLINET -- has submitted a grant proposal of over \$300,000 to NEH for a three-year project to establish a regional conservation program. If funded, the project will provide services which are best addressed at the regional level. SOLINET's activities will focus on education, field service, cooperative activities within the Southeast, and participation in national preservation planning.

SOLINET is a non-profit membership organization with 324 member libraries (representing 415 institutions) in the ten Southeastern states. Its mission is to identify, develop, and provide services for its members. SOLINET has a vigorous program of technical development which supports computer-based services, and members contract through the network to receive the library automation services of OCLC Online Computer Library Center.

During a year-long process of examining and evaluating its role in relation to member needs, the SOLINET management recognized the importance of diversifying the service program and broadening its membership. Out of this planning process, conservation has been identified as a major need in the region. Exploration of this service area revealed substantial interest among the libraries who are not members of the network.

SOLINET's present library-oriented services are little used by the region's many archives, historical societies, state and local government agencies, and small libraries. Recognizing the unique needs and resources of these repositories, SOLINET plans to extend Associate Membership for specialized services such as conservation.

The proposed SOLINET Regional Conservation Program will have two primary objectives. First, it will promote and support the development of local conservation activities. Second, it will coordinate regional participation in what is gradually emerging as a national preservation program. SOLINET plans to focus on education and information services, field service, treatment service, and cooperative programs.

Throughout the project, SOLINET's efforts will be guided by three basic principles. First, SOLINET will provide only those services which are most logically and efficiently based at the regional level; so far as possible, the SOLINET staff will serve as a resource or assistant to major organizations and institutions at the state level. Second, the conservation program, will, whenever possible, use those strategies and procedures which have already been tried and proven elsewhere. Third,

in order to avoid duplication of effort and expense, SOLINET will encourage cooperative local and state approaches and will participate in cooperative regional and national programs.

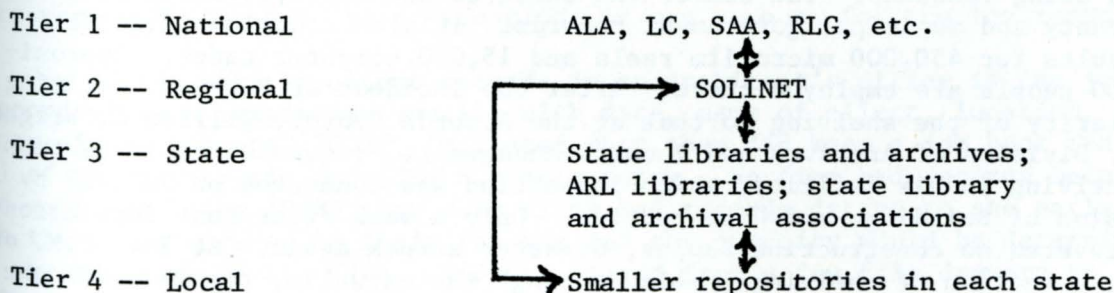
Specialists hired by SOLINET will promote conservation awareness through speaking engagements and training workshops hosted by SOLINET, individual institutions, and library and archival associations. Through its present communication vehicles and a regular newsletter, SOLINET will gather and disseminate information of activities and resources among the ten states.

A conservator will be available for field services in such areas as institutional needs assessment and building environment. SOLINET will encourage and assist in planning for disaster preparedness and will help area groups organize among themselves for disaster recovery.

The need for affordable treatment services of high quality will be addressed in several ways. During the first half of the project, SOLINET plans to contract with other institutions which can provide repair services (primarily for books and papers), microfilming, and storage of microform masters. In addition, for purposes of referral, the staff will identify and assess treatment services available elsewhere. In-house repair services may be provided in the last half of the grant period.

The cornerstone of the proposed program is cooperation. SOLINET will be available to help area groups organize cooperative programs, will provide a forum for communication among the ten states in the Southeast, and will develop or participate in cooperative programs with other agencies. The program outline draws upon the experience of analogous programs such as the Midwest Cooperative Conservation Program, the Northeast Document Conservation Center, and the Western Conservation Congress. SOLINET will take an active role at the national level through involvement with the American Library Association and the Society of American Archivists and will monitor the conservation programs of the Library of Congress, the Association of Research Libraries, and the Research Libraries Group.

To achieve these ambitious goals, the regional conservation program employs a tiered approach which makes best use of existing resources and expertise at various levels. Centralized staffing will complement the capabilities of major research institutions and state libraries and archives. Many of these already have conservation programs and labs which can, in turn, assist other repositories in a state or locality. This approach may be schematically represented as follows:



The entrance of SOLINET into the nascent "national preservation program" should strengthen preservation activity in the Southeast. Due to the size of its present membership and potential additions, its proven commitment to addressing members' needs, and its relationships with national and state organizations, SOLINET will be a strong ally in the effort to promote conservation.

SHELVING COLLAPSES IN NEW JERSEY

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Only two months after being toured by MARAC members at the Spring '83 meeting, sections of shelving at the Rutgers University Library Annex and the New Jersey State Records Center collapsed. The accidents, which occurred within two weeks of each other have triggered an intensive investigation into the materials, design, and construction of the shelving which was manufactured by Interroyal Corporation of New York. Interroyal has been in business since 1897. Its Storage Products Division in Warren, Pennsylvania, began marketing the steel shelving used at Rutgers and the State Records Center about eight years ago and has erected seventy multistory units. The New Jersey mishaps are the only two of which the company has been aware. Interroyal manufactures the components used in the shelving and hires subcontractors to install it. The installer for the Rutgers building, occupied in August 1982, was Quadrack, Inc., of East Rutherford, New Jersey. At the State Records Center, occupied in March 1982, the installer was Metal Installers of Bay St. Louis, Mississippi. In both cases, the three tier, thirty foot high shelving was free standing (not bolted into walls, ceilings, or floors) and connected to metal staircases and grated metal catwalks into one unit, resulting in the illusion of a gigantic erector set.

The Rutgers facility is 30,626 square feet in size and cost \$925,000 to build. At noon on July 21, a portion of the third tier of the building crashed through the catwalks down to the building's ground floor, ripping electrical fixtures and triggering the sprinkler system. About 750 cartons of manuscripts and books were held in the shelving that collapsed. Library materials throughout the building also suffered damage from the water in the activated sprinkler system. Almost immediately, a tremendous clean up and rescue operation was put into effect. About fifty volunteers from Rutgers and other institutions worked around the clock for three days to clear, clean, and dry the damaged materials. This resulted in the saving of nearly every scrap of paper effected by the accident. Eighty five records center cartons containing the most severely soaked materials were quickly packed into plastic milk crates and deposited into a nearby freezer. They are now in the process of being freeze-dried. Although an employee was shelving materials on the third tier of the section that collapsed, he escaped miraculously as the floor began to give way and there were no injuries.

Unfortunately, the same cannot be said of the tragedy at the State Records Center in Ewing Township. The Center was built to house 270,000 cubic feet of state, county and municipal government records. It also contains "disaster-proof" vaults for 450,000 microfilm reels and 15,000 computer tapes. Approximately 100 people are employed there. After the incident at Rutgers, noticing the similarity of the shelving to that at the Records Center, William C. Wright, Director, Division of Archives and Records Management, requested an inspection of the shelving in his facility, which inspection was conducted on July 27 by the Division of Buildings and Construction. Only a week after that inspection, which uncovered no construction faults, disaster struck again. At 2:40 P.M. on August 4, a section of shelving tumbled through the catwalks, resulting in the death of Donna D'Errico, a principal vault records clerk who was supervising the placement of cartons of records on the shelves, and the injury to records clerk Brian Jetter. A massive rescue operation using jackhammers reached the victims in about three hours. Two other employees at that location were able to escape without injury.

(Continued on Page 22.)

MISSISSIPPI C. O. P. A. R. PROJECT

By Thomas Henderson
Architecture Branch Library
Mississippi State University

The Cooperative Preservation of Architectural Records Project (COPAR), coordinated by the Prints and Photographs Division of the Library of Congress, seeks to identify collections of architectural records and to stimulate interest in their preservation. There are several state and regional COPAR groups which have surveyed their respective areas in order to locate extant architectural records and to possibly acquire them for library or archival collections. Architectural records are the graphic and written records of the built environment, including drawings, blueprints, photographs, contracts, correspondence, office records and specifications. They are found in libraries, museums, government agencies, building departments, and, of course, architects' offices.

Although there is no formal structure for Mississippi COPAR, the Architecture Library at Mississippi State University has conducted a survey in cooperation with the Mississippi Department of Archives and History. The survey asked librarians, architects, and agencies about the extent of records in their custody, how they are stored, and the types of records. It is hoped that the survey might increase interest in preserving architectural records and that it would provide a basis from which further work could be done.

Three different survey forms were designed, all based on forms used by the Auburn University Archives which conducted a similar survey in Alabama. A different form was sent to libraries and archives; to architects; and to other government agencies. Each form included a cover letter with a brief description of the project noting that it was being conducted by the Architecture Library and the Department of Archives and History. Included also was a flier which defined architectural records and described the COPAR project at the Library of Congress. Of the 270 surveys mailed, 166 went to architects; 76 to libraries and archives; and 23 went to other government agencies. Only 37% (100) of the forms were returned.

Of the 166 forms sent to architects, only 22.3% (37) forms were returned--the lowest percent of the three groups. Architects were asked to give the names of principal partners in the firm and previous names under which the firm has worked. Because the mailing list was compiled from a list of registered architects, not firms, it is possible that more than one survey went to some firms. Although efforts were made to avoid that situation, it may account for the low response.

One of the most important records in an architect's office is the job book, a record of each commission usually with date, name of client, location, etc. Twenty-six architects, 70.2%, indicated that they did keep a job book and 80.7% (21) of the twenty-six provided a sample entry. No firm had records before 1900 (the earliest being 1908), but some firms had records dating to the early 1930s. Both the dates covered by their records and the quantity would be determined by the age and size of the firm. Amounts ranged from a few file drawers to 2000 cubic feet. One architect indicated that in forty years he had "filled a small building with records" but that he had instructed his heirs to burn it down at his death.

Two questions were asked about storage methods. Most architects indicated that their drawings and prints were stored in more than one condition, with flat

being the most common (72.9%) and rolled or rolled in tubes the next most preferred. Only two architects used microform for storing drawings and prints. When asked how records are filed, again some used more than one method, but 67.5% file them by job number, and 27.6% by date. Two reported that they file records randomly. Three questions to architects involved libraries. Twenty-nine architects, 78.3%, said they would allow a library representative to survey their office records; and while 43.2% (16) said they would not consider depositing non-current records in a library or archives, 75.6% (28) said they would allow a library to copy certain drawings for research purposes.

As indicated above, one reason for the low response rate from architects may be that firms received more than one form and simply disregarded the others. It is also possible, and more likely, that they were simply too busy or not interested. In any event, we do know that there are several firms which have significant files on hand and might consider preserving them in a depository.

Of the seventy-six forms sent to libraries or archives, fifty-six, 73.7%, were returned. Some special libraries were included but most were academic or public. Of the fifty-six responding to the survey, only 19.6% (11) said they collected some type of architectural record. Those responding negatively were asked to disregard the rest of the questionnaire. The important factor here is that few libraries collect architectural records. The next question asked why the libraries collected architectural records and, not surprisingly, historical value was the most frequently marked response. Three libraries indicated a legal requirement to collect them.

Four of the libraries, 36%, which collect architectural records have some type of list, description, or finding aid to their collection. Seven, 64%, said that another library would be allowed to reproduce certain items from the collection. All collections were twentieth century. A variety of storage methods were reported, including flat files and rolled drawings. It is interesting to note that 60% (3) of the five special libraries responding have architectural records, while only 18.8% (3) of the sixteen academic libraries and 14% (5) of the thirty-five public libraries have them. Of course, the survey was sent only to those special libraries which were thought to have such collections in the first place, while all public and academic libraries received a survey.

Twenty-eight surveys were mailed to other government agencies in Mississippi, most of which were selected city building permit departments in the larger cities. Only 25% (7) of the forms were returned, and six of them were from building permit departments. Of the seven responses, 85.7% (6) said they did receive and/or retain some type of architectural records. Of those six agencies, 66.7% (4) have a legal requirement to keep them, and 50% (3) keep them indefinitely. The remaining three discard the records after three or five years. Three, 50%, indicated that they would consider transferring their non-current records to a depository, and all would allow a library representative in to survey the records. Perhaps the response here was too low to draw any meaningful conclusions; however, we know that city building permit departments are a valuable source for architectural records, as most of them require a set of plans and specifications before granting a building permit.

The preservation of the built environment is a popular issue not without wide support. Few people would favor the destruction of important buildings, but it appears that records documenting the built environment are being neglected; that

NHPRC, cont.

series is dated 1954-1967. Before any of this film can be used (each film averages about thirty feet), it must first be wound onto a core. To date, this film has not been accessed by researchers. A second arrangement is chronological, arranged by date of broadcast. Several news stories--in their unedited, original form--are on each core. The film in this series is dated ca. 1961-1971. Research access to this series has been limited to selected footage, chosen for its obvious historical value. A portion of this selected footage is available only on videocassette duplications, specifically produced by the Department for reference use.

This is the arrangement developed and used by the television station. A card index of names and events provides a cross-reference access to the two series. Index entries, however, are incomplete and inconsistent. Many "F" references are undated. Entries are often too ambiguous in their brevity to be helpful. "Governor's speech" could mean a major legislative or other policy address, or it could mean a dedication talk at a new industry. Likewise, "James Meredith" could refer to any number of news stories in which he figured. Physical storage of small amounts of film on cores or on no cores at all makes retrieving and accessing the desired information a time-consuming endeavor.

Use of the Newsfilm Collection

In spite of the severe limitations placed on research access, the Newsfilm Collection has already seen some significant research use. One would expect the most obvious use of the collection to be in the production of film documentaries. To that end, the Public Broadcast Corporation has already sponsored the development of three films utilizing footage from the Collection. As the uses of the Collection by these productions are seen, increased demand for access to the Collection is anticipated. The National Oceanic and Atmospheric Administration has utilized footage of a 1966 "killer" tornado in Hinds County as a part of an educational film on tornado awareness. Using another methodology, one researcher has viewed footage for color and background images in the preparation of a work of "faction" about a civil rights incident in Jackson. All of these reference uses have come within the past year, and under the already described conditions.

Proposed Arrangement and Description

Each of the film series will be physically arranged. The short film segments of the "F" series will be spliced onto two thousand foot reels and placed on inert cores. These reels will then serve as the basic physical descriptive unit. The original numerical order of the "F" series will be retained in the splicing process. A sequential description of each segment will be made for each two thousand foot reel. The chronological series will be treated in a similar way. One of the problems posed in the descriptive phase is the identification of unlabeled films--especially older film. It is a difficult, if not impossible, task. A visual connection between the actual event and the filmed representation must be made. This can most easily be accomplished by eyewitnesses to the event, and, to a less satisfactory degree, by other survivors of that period. Already, use of such resource persons has been made by the Department. Most notably, John R. Salter, Jr., and Edwin King, two principal figures in the 1962-1963 Jackson Movement, have provided valuable identification for unlabeled footage dealing with this important civil rights event. The Project will utilize additional persons during the descriptive phase. After this description process is completed, a videocassette duplication will be made of each reel, and the original film will be stored in metal cannisters, in accordance with current archival practice. (As noted earlier, some experimental duplication for access has already been done. The duplication process, not a part of this

project, will begin after the finding aid is completed. The option of utilizing the interactive videodisc medium may be available by that time.)

Entry of the descriptive elements will be done with the aid of the computer services of the Mississippi Department of Archives and History. This process, as well as the development of the finding aid, will utilize new software, created expressly for this project. A comprehensive guide with special indices will be created. One of the problems posed by this phase is the identification of potential access needs. The Department anticipates using the consultant services of the Library of Congress's Motion Picture, Broadcasting and Recorded Sound Division and the CBS Television Archives in helping to identify these potential access needs. Once identified, the particular research requirements for the methodologies can be incorporated into the development of the finding aid. While some of the indices are expected to provide name, subject, chronological, magnetic/optical sound, color/black and white and other research management data, the final forms of these indices will be determined during the project period. The computerization of the finding aid will make any necessary later additions, such as frame numbers on videocassette duplicates, simple and accurate.

Computer Applications

The computer will be used in this project to automate several of the proposed phases. A suit of programs will be written which will automate each phase and which will eventually work together to provide online access to the database of film descriptions. Each of the separate programs will be implemented as a Pascal procedure, so that only a minimal "main" program calling these procedures need be revised as new procedures are added. The first program to be written almost immediately (as soon as a uniform format for film description has been decided upon), will be an interactive data-entry program which will use a menu-driven approach to query the archivist creating the film description for each element in the description. This program will create an uncoded ASCII file of the data which can be printed out for proofreading and verification. That is not to say that this file will not be structured, however; the most probable structure to be used for this file is a linked list which can permit variable record lengths and thus provide for the free-text fields which will be necessary for the passages of description. It is anticipated, however, that record format will be well enough defined so that it can be parsed in order to recover the different fields of the records without entailing the storage overhead that formal structuring would require.

For the phases following that of data entry, several innovative techniques will be used which have not been common to such applications heretofore. The first of these is the creation of the thesaurus which will provide one of the primary hard-copy tools for navigating the database. The usual approach to the creation of a thesaurus for this kind of application is to specify the terms of the thesaurus either before the project begins, thus inevitably requiring revisions as it proceeds, or shortly after what is thought to be a reasonable sample of the items has been described. No such strategy will be used here, at one stroke eliminating but a futile attempt at clairvoyance and the inevitable inconsistency introduced by adding an unspecified number of keywords to each record. Instead of this, the thesaurus will be created dynamically, at any stage of the work where it might be needed but ultimately at the conclusion of data entry, by simply creating a limited concordance with frequency counts to the whole of the database, leaving out a predetermined but well-understood set of stopwords which will include the usual function words for English. A second tool for the creation of the thesaurus will be the derivation of a set of high-frequency collocations, again simply using free-text search of the whole of the database and excluding a predetermined set of collocations which will include date and format matter that occurs in each entry but that is unrelated to the content of

the entry. The programs for both of these procedures will be written using well-understood algorithms. It is anticipated that the project archivist will wish to hand-edit the thesaurus to add terms which do not literally occur in the database.

Finally, the computer will be used to edit both the thesaurus file and a file of the descriptive data sorted according to what is decided will be the most useful arrangement for hard-copy publication; such publication will be desirable and reasonable because the Collection is a closed one, i.e., there will be no accretions. For other applications, the edited version of both files might be directed to COM output. The computer system on which this project will be run is a Vector Graphic 5300E multi-user system consisting of several independent dual processor (Z80B and 8088, thus 8- and 16-bit) subsystems, each having 128K of available memory and sharing Winchester disk and printer facilities. Software for the project will be developed on a compatible Vector Graphic 2600 system, using the JRT Pascal p-code interpreter for development and the Pascal-Z compiler for compiling the completed code.

A Model Project

The Project will provide a means of developing adequate intellectual access to a relatively new archival medium. Discussions with archivists at other archives having newsfilm collections and at the annual meetings of the Society of American Archivists reveal that the current state of arrangement and description of newsfilm collections is, at best, poor. Not only do existing finding aids provide inadequate access to the historical information contained within the films, they provide no description of the records function within the operations of the television stations or as tools of mass communication. The Project will attempt to provide a model descriptive effort that includes these two areas of reference. A related problem results from the nature of the materials. Unlike the Vanderbilt Television News Archive--which records daily news broadcasts--many of the newsfilm collections in archives consist of raw footage that was not broadcast. Identification problems and access requirements are vastly different for this class of record material. The Project will provide the opportunity for experimentation with solutions to this problem.

Creation of a subject data base will provide more information to develop appraisal criteria. Inexperience with this archival medium provides little opportunity for appraisal practice. Inadequate finding aids, difficulties with physical access, and unfamiliarity with potential research requirements also create obstacles to developing appraisal methodology. While the Project does not plan to solve this problem, it does suggest that working with a newsfilm collection at the intense level proposed will provide needed experience in identifying potential appraisal problems and remedies for television news archives.

How much identification is enough? Much of the material in the Newsfilm Collection is identified with only short labels, created by the television station. Other television news archives report that their only identifications are similar ones. In this Project, the degree of difficulty in obtaining identifications will be defined and the extent of identification needed for adequate access will be explored.

What are the research uses for such collections as the Newsfilm Collection? The Department has seen the Collection used for film documentation and background information--"local color." Other television stations also report that donor television stations have continuing access needs for commercial purposes. But what of the scholar, the interested layman, the architectural historian, the museum curator and other traditional users of paper archives? How will these various researchers perceive newsfilm collections and use them in their work? How will they document the use of such archival materials? These questions will be probed during the course of the

Project, and the answers, tentative though they may be, will greatly influence the character of the completed finding aid. The Project's work does not promise a model response to these questions, but it can begin a systematic exploration of them.

Project Director will be William Hanna, who serves as a manuscript curator at the Mississippi Department of Archives and History. Grant funds provide for a Project Archivist, and Hanna is currently recruiting to fill that position. Computer consultation services will be provided by Patricia K. Galloway, Special Projects Officer for the Department. Targeted start-up for the Project is January 1, 1984, and Hanna says that he hopes the Project Archivist can be hired and ready to begin by February 1, 1984. For more information, contact William Hanna, Newsfilm Project Director, P. O. Box 571, Jackson, Mississippi 39205.

Collapses, cont.

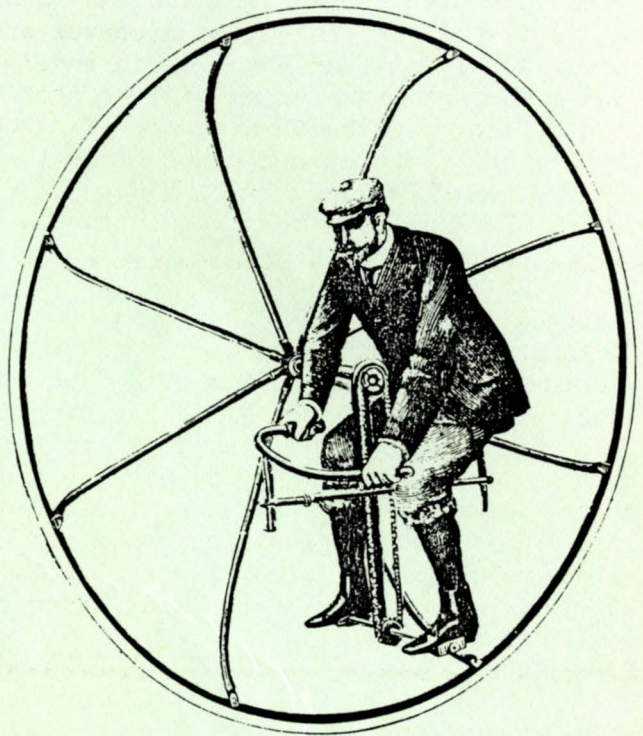
In the aftermath of this tragedy, Governor Thomas H. Kean called for an intensive investigation declaring that "the employees of this facility, as well as any other facilities where similar shelving may be in place, deserve the safest possible working conditions and it is my intention to see to it that those conditions exist." As a result, the state has hired the New York engineering firm Nielson-Wurster Group (the company that investigated the fatal walkway collapse at the Kansas City Hyatt Regency) to probe the accident and every aspect of the materials, design and construction of the shelving. Their report is due at any time. Meanwhile, no new materials are being added to the shelves at Rutgers and the State Records Center.

SOLINET, cont.

The SOLINET board of directors and staff are quite optimistic about the prospect of the regional conservation program. The project outline as presented here is, however, subject to funding and possible revision by NEH. Those who wish to be added to SOLINET's mailing list for further updates on this project may write to: SOLINET, 400 Colony Square, Plaza Level; 1202 Peachtree Street, N.E.; Atlanta, Georgia 30361.

COPAR, cont.

few people are interested in saving them; and that a concerted effort should be made to correct the situation. The low response to this survey from architects reveals that many are apathetic at best, and need to be informed of the importance of their own records. That architectural firms are not interested in preserving records may be related to the fact that libraries and other depositories are not collecting them. When only 19.6% (10) libraries reported that they have any type of architectural record in their collection, we may assume that libraries have made few inquiries to architects about donating their records. Perhaps if more libraries were interested, more architects would be interested. The survey reveals that a broader, collective effort must be made in order to preserve the architectural records of Mississippi. The MSU Architecture Library is interested in working with other libraries in future COPAR projects. If interested, please contact Tom Henderson, MSU Libraries, P. O. Drawer 5408, Mississippi State, Miss. 39762.



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MEMBERSHIP APPLICATION FORM

1982 - 1983 Membership Year

NAME _____

ADDRESS _____

PHONE NUMBER _____

Student \$3.00 Regular \$7.50 Institution \$15.00

Patron \$25.00 or more

Please make checks payable to The Society of Mississippi Archivists and send this form and dues to Chairman, Membership Committee, The Society of Mississippi Archivists, P. O. Box 1151, Jackson, Mississippi 39205. The membership year runs from October 1 to September 30. Current members will receive a membership renewal notice in September.