

Archivists

Spring 1991

Published by the Tennessee Archivists



Confirmation service at B'nai Yeshurun, ca. 1869; Jewish Federation Archives

ARCHIVISTS Editorial

The Ancient Chinese curse that runs "May you be born in interesting times" accurately describes the predicament of archivists this past year. From the confrontation with Iraq to the dissolution of the Russian Empire to the reunification of Germany, it has been a monumental year. Trying to sort through, arrange and preserve the memories and memorabilia of this past year will keep archivists busy for decades.

The next few years promise no letup in the deluge of information that will inundate archives. The Colombian quinicentenary, Tennessee's Bicentennial, the resolution of the Rocky Top investigations, the more mundane business of state government, family history and business, both public and private, as well as the yet unforeseen events bearing down on us, will make the archivist's work absolutely essential if historians are to understand the cataclysmic events of the last decade of the Twentieth Century.

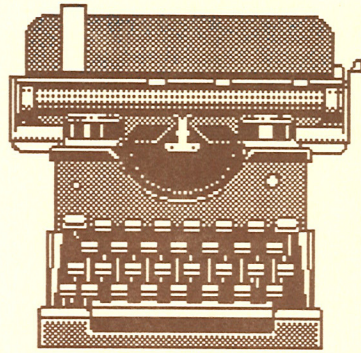
Unfortunately archivists' jobs are all too frequently subject to the vagaries of the budgetary process. In a time when governments at all levels are scratching for money for vital services, history issues tend to be considered as "frills." With money needed for schools, roads and prisons, nonessential services are legitimate targets for budget and staff reductions. Archives and archivists' jobs are all too often included in that nonessential category.

Because we work quietly in the shadows, spending much of our time with unglamorous but important materials, because much of the research assistance we give is not directed towards the powerful and influential, because we would rather be working on preserving history than lobbying, we are frequently among the first agencies to be hit by cutbacks.

What those in the halls of power must understand is that archivists are not some vague collection of fuzzy-minded antiquarians, interested only in family histories or preserving old houses. We are nothing less than the keepers of society's memory. The motto of the Nazarene Archives in Kansas City, Missouri, pretty much says it all: "The time will come when our memory will only be as good as our archives."

Budgetary cuts in an archives simply make it impossible for us to do our jobs properly. They serve the same purpose in an institution dedicated to preserving society's past that a lobotomy serves in a human being.

In order that scholars may understand the events now overwhelming us, in order that future leaders may benefit and be inspired by the wisdom of present leaders, in order that future generations may avoid the mistakes we have made, archivists must be allowed to continue their work unmolested. ⌘



GUEST EDITORIAL

Three Year Default Legislation

Those who work with county and municipal records in Tennessee have been confounded by vague, contradictory and nonexistent records retention requirements. State law requires government entities to keep many types of records, but specific retention periods have seldom been incorporated into statute. The county and municipal records manuals published by the University of Tennessee are of some help; however, one encounters many records which are not included in these compilations. Local government offices are, consequently, clogged with records which have no value but have to be kept due to fears and doubts caused by lack of clear retention guidelines.

If Tennessee were to adopt Three Year Default legislation (TYD), this glut of unwanted material would be alleviated. TYD legislation provides that any records required to be created or kept by the laws of this state may be disposed of after three years from the time of creation, unless law or regulation establishes a specific retention period or a specific procedure to be followed prior to destruction. The legislation would further state that no law may specify that records be kept longer than three years unless the longer period can be substantiated as necessary to satisfy specific statutory requirements or to meet other compelling needs of the government or public.

TYD legislation would eliminate the unnecessarily long financial and administrative burden in maintaining and storing government records. In addition, the proposed legislation would require agencies more carefully to weigh records collection and retention decisions, making government more responsive to the needs of the citizens.

The states of Colorado, Illinois, Maryland, New Hampshire, Oklahoma and Texas have adopted TYD legislation. Arizona and Georgia are considering such legislation. Tennessee archivists, records managers and local governments would benefit greatly from TYD legislation. The General Assembly is usually occupied with weightier matters, but perhaps the TYD legislation can be passed in the near future. Three Year Default legislation merits serious consideration.

John Woodard
Knox County Archives



From the President



After sitting here for perhaps an hour without any inspiration, I have decided to give up on trying to impart any pearls of archival wisdom and to get on with more practical, if mundane, matters.

First off, I can report that not only was the fall meeting in Cookeville well planned and informative, we also made money, mainly thanks to careful planning by former president Norma Myers and the local arrangements committee. Michelle Fagan is in the process of arranging the spring meeting in Memphis and I hope that she will feel challenged by this news. Some places, of



course, are cheaper than others, and Memphis may be a bit more expensive. Therefore, let me urge you to attend this meeting for two reasons: we have not met in the western part of the state for some time, and we will need to keep the attendance up in order to break even.

And second, I've been doing some more thinking about the membership lists that I brought to the fall meeting for your corrections, etc., and I've decided that what we really need is two lists, not one. I think we need one list of current members, maintained perhaps by the membership committee, and one list, which would be maintained by the newsletter editor, for mailing out the newsletter. We may wish to send the newsletter to any number of institutions and individuals that need information but do not belong to the organization. This is just a suggestion and I would welcome comments, etc., before the next meeting. It does seem to me that since we now have a pretty good list in machine-readable form, we should consider what we want to do with it and how we intend to keep it current, etc.

James Lloyd, President



Intergovernment Records Report

In July 1990 NARA's Intergovernment Records Project marked the completion of its first phase with the publication of a major report. The report, which was discussed and distributed at NAGARA and SAA annual meeting program sessions, summarized the activities of the IRP over a two-year period and described the project's findings.

The IRP was established to facilitate the exchange of information about Federal records that have been divided or duplicated through historical accident, or that document administratively divided or parallel functions in our federal system of government. Working first with two State Archives (Wisconsin and Virginia) and then with the thirteen state and two municipal archives of the RLG-Government Records Project, the IRP targeted, during its first phase, six categories of intergovernmental records for description in the RLIN national on-line database. These records, which involve a variety of description problems, include non-population censuses, naturalization records, pre-Federal records, records of New Deal work relief agencies, territorial records, and scheduled records relating to the Clean Water Act. During Phase I of this project, the IRP entered descriptions of almost 1,000 NARA records series from these categories into RLIN, and compared these entries with related entries from other institutions.

These comparisons proved to be extremely useful, demonstrating the utility of shared archival bibliographic systems such as RLIN and a shared communications format such as USMARC-AMC. For example, database searches uncovered a WPA index located in Wisconsin to a major WPA project series located at NARA, as well as naturalization indexes at NARA which pertained to naturalization records in several state archives. The Wisconsin Territory's court records are located at NARA, while the records of the Territorial Governor and Legislature are at the State Historical Society of Wisconsin. Some Michigan non-population censuses were identified in Ohio; Georgia's censuses are at Duke

University and at NARA. Even for the few categories targeted by the IRP, there were many examples of such close relationships among records now in the custody of different archival institutions.

The process of data entry for intergovernmental categories also highlighted description problems, particularly the inconsistencies in access term selection among archival institutions. To improve the sufficiency and effectiveness of a national automated environment, the IRP developed strategies for selecting common access terms across institutional lines, proposed the sharing of agencies' history records and case file descriptions, and promoted the inclusion of more specific types of information in series descriptions. The report also stressed the importance of cooperative action by archivists to secure needed changes in archival applications of library cataloging rules.

Finally, the IRP recommended that federal, state and local government archivists seek grant support in cooperative projects for the development of (1) a common methodology for assigning access points to archival descriptions, and (2) cooperative appraisal, initially through a pilot program in selected program areas.

Phase II of the IRP is currently underway, based upon a nationwide survey of territorial records and records relating to U.S. participation in World War II. X

Tennessee Archivists Treasurer's Report

Balance as of January 1, 1990	\$754.06
Balance as of December 31, 1990	\$1112.65
Surplus for 1990	\$368.59
Total expenses	\$2,924.63
Total receipts	\$3,293.22
Surplus for 1990	\$368.59
Receipts	
Dues	\$849.00
Spring Meeting (SAC)	\$440.32
Fall Meeting	\$2,003.90
Total Receipts	\$3,293.22
Expenditures	
Newsletter	\$858.39
Southern Archives Council	
Meeting expenses for President and Vice President and SAA breakfast	\$367.31
Committee Expenses	
Executive Committee	\$86.31
Treasurer's expenses	\$8.14
Fall Meeting	\$1,604.48
Total expenses	\$2,924.63

Spotlight on ...

Archives of the Jewish Federation of Nashville and Middle Tennessee

Address: Jewish Federation Archives, 801 Percy Warner Blvd., Nashville, TN 37205, Telephone (615) 356-7107

Parking: Free parking is available on site.

Access: The Jewish Federation Archives is open 9:00 to 11:00 A.M. daily, Monday through Friday and by appointment.

Restrictions: There are no restrictions on the bulk of the collections in the Federation Archives. All collections must be used under staff supervision.

Copy Facilities: Copy machines are available in another area. Copy fees vary according to the nature and amount of materials to be copied.

Major Subjects: The bulk of the holdings concentrate on the history and development of the Jewish Community in Nashville and Middle Tennessee.

Holdings: The Jewish Federation Archives contains more than 210 linear feet of material, including books, genealogies, business records, religious materials, deeds, photographs, slides, immigration and naturalization documents, and personal records.

Accession Policy: The Jewish Federation Archives accepts materials related to the Jewish Community or Jewish issues in Nashville, Middle Tennessee, statewide and nationally.

Director: Annette L. Ratkin, Director of Libraries/Archives

The Jewish Federation Archives was founded in 1979 with the help of an NHPRC grant. It is now funded by the Jewish Community through the Jewish Federation of Nashville and Middle Tennessee.

The Jewish Community has been a part of Nashville since at least 1847 when Louis Powers opened the Western Clothing Store on Market Street. Nashville's Jewish Citizens prospered as the city grew. In 1853 Rabbi Alexander Iser came to minister to the spiritual needs of Nashville's Jews, "Five families and eight young men."

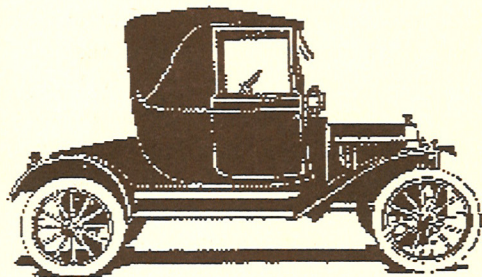
The story of the Jewish Community in Nashville really is the story of Nashville itself. As the city prospered and expanded so did its Jewish community. By 1876 the forerunners of Nashville's three synagogues had been established.

Through their business and charitable institutions, through their promotion of education and peaceful communication, the Jewish Community of

Nashville and Middle Tennessee has had a profound influence on the development of Nashville as the "Athens of the South." The Jewish Federation Archives chronicles these contributions. Also to be found among the holdings of the archives are stories of faith, courage and survival. Immigration records, eyewitness accounts of the holocaust, as well as records of Jewish involvement in the Civil Rights Struggle are preserved in the Jewish Federation Archives. ❧



Conferences



Tennessee Archivists Fall Meeting

The Fall meeting of Tennessee Archivists was held at the Holiday Inn in Cookeville, Tennessee, on October 18 and 19, 1990. The pre-conference workshop on disaster recovery was well attended by archivists and librarians, as well as by local history groups.

President Angelo Volpe of Tennessee Technological University made the welcoming address. A session on oral history and the archives immediately followed. Speakers from Middle Tennessee State University, East Tennessee State University and Memphis State University contributed their expertise in the areas of oral history and the preservation of sound recordings.

The business meeting followed this session. Committee reports, a treasurer's report and the report of the newsletter editor proceeded a spirited discussion of TAs membership in SAC.

The banquet at the Joe L. Evins Appalachian Center for Crafts included craft demonstrations in pottery, glassblowing and woodturning. Entertainment was provided by a local band, "The Clusterpluckers." Those present will never be able to listen to Zippy De Doo Dah in quite the same way again.

Friday sessions included a presentation of photographs of Tennessee and a grant writing seminar.

Mancil Johnson, University Archivist at Tennessee Tech, hosted the fall meeting. He wishes to thank all who participated in the sessions and all those who assisted in the planning of this meeting. The efforts of Norma Myers, past president of TA, and Connie Burkhalter were especially appreciated.

Tennessee Governor's Conference

On October 14-16, 1990, the Governor's Conference on Library and Information Services was held in Nashville. Two half days and one full day was filled with plenary and group sessions discussing the concerns of Libraries and Information centers which had been sent to the conference from regional meetings held earlier in the year.

The conference's task was to refine and prioritize the concerns brought to it. Over 100 recommendations were formulated which addressed local, state and federal concerns. Three concerns were defined as the major recommendations of the conference, without regard as to whether they were state, local or federal issues.

Recommendations addressed funding; training and education; planning and standards; cooperation and networking; public relations; and access to information.

The three recommendations which will be taken to the White House Conference from Tennessee are:

- (1) The U.S. Congress should approve and authorize funding for the National Research and Education Network (the Gore bill) and provide increased opportunities for libraries of all types to participate.

- (2) The U.S. Congress should continue to support federal funding for library programs through the Library Services and Construction Act, Titles I, II and III, the Higher Education Act, the National Endowment for the Humanities and the Elementary and Secondary Act.

- (3) The Governor's Conference takes a strong stand against censorship of library materials—and thus for intellectual freedom.

A complete list of the recommendations will be sent to all participants of the regional conferences and will be available to anyone who is interested. For a copy of these materials, contact Edwin Gleaves at the State Library and Archives.

There were 112 official delegates which include librarians, library trustees, government officials and friends of libraries. Each group was equally represented and there were several archivists present. David McWhirter brought greetings to the conference from Tennessee Archivists.

It was obvious from the beginning

that many of the librarians present represented public libraries. Many of the recommendations reflect that perspective. The archivists present did voice concerns in the areas of preservation and tried to make the language of the recommendations as inclusive of information service centers as possible.

The archivists will have a voice in the person of Dr. Edwin Gleaves who will be one of the representatives to the White House Conference, where he promises to let archivists' concerns be known.

May in Memphis

The Spring meeting of Tennessee Archivists will be held at the Overton Square Holiday Inn in Memphis on May 9 and 10, 1991. A pre-conference workshop will be held from 9:00 A.M. to Noon. Mr. Chris Langford of Circle Development will present the ARCS (Archives Control System). This computer software is designed to fit the needs of any small or medium sized archives collection. Brother Robert Werle, Archivist for the St. Louis District of the Christian Brothers Order will share his experiences with ARCS. Participants are encouraged to share their knowledge of and experiences with computer software. Cost of the workshop is \$15.00. For further information contact Dr. Marvin Downing at the University of Tennessee—Martin, Martin, TN 38238, or call (901) 587-7465. The workshop will be held in the Holiday Inn conference room.

Sessions tentatively scheduled for the Spring meeting include basic preservation of documents, editing and selection of material for local history journals, a panel discussion on the purpose and arrangements of archives versus the needs of genealogists, and a slide presentation on Memphis history. Members of Tennessee Archivist wishing to present papers to the Spring Meeting should contact Michelle Fagan at (901) 678-2210.

TA members who plan to attend the Memphis meeting should make reservations at the Holiday Inn by April 1. May in Memphis is a gala celebration of spring and the arts. Featured this year is an exhibition of relics from the reign of Catherine the Great at the Grand Exhibition Hall. Tickets are \$9.50 for adults, \$9.00 for senior citizens and \$5.00 for children. Tickets may be reserved by calling 1-800-755-8777. ☒

Classifieds



Assistant University Archivist University of South Carolina Columbia, South Carolina

Responsibilities: Perform all functions relating to the management of the day-to-day operations of the University Archives under the general supervision of the University Archivist. Conduct accession, appraisal, arrangement and description of the holdings of the University Archives. Provide reference service and develop and implement conservation procedures. Assist the University Archivist in the preparation of guides and other publications, the production of exhibitions and the writing of grant proposals. Work with the University Records Manager to insure efficient relationship of records management and archives functions. Train and supervise student assistants.

Qualifications: Baccalaureate degree (relevant graduate work or Master's degree preferred) and two year's experience in an archival setting. Research and computer skills; supervisory experience.

Salary: \$20,545 with state employee benefit package.

Starting Date: Jan. 2, 1991. Applications accepted until position is filled.

To Apply: Send letter of application and resume to:

John Heiting, University Archivist
McKissick Museum
University of South Carolina
Columbia, SC 29208

Curator of Archival Collections University of Colorado at Boulder Boulder, Colorado

The University of Colorado at Boulder Libraries invite applications for the position of curator of the Western Historical Collection/University Archives. The department has more than 800 collections that occupy 15,000 linear feet, as well as 250,000 photographs. The curator reports to the associate director for planning and development and is responsible for the operation of the department: collection

development and management, soliciting gifts, and the arrangement, description and preservation of the collection, reference service and three FTE staff. Option of teaching one archival management course each semester in the history department.

Required: A minimum of 5 years' experience, advanced degree in United States History, archival management training or a MLS degree with an archival concentration from an ALA accredited school; potential for scholarly and professional achievement. This is a 12-month, tenure track, faculty position. Salary: \$35,000 to \$40,000, commensurate with qualifications and experience. Preference will be given to candidates at the assistant professor rank, but candidates at all levels will be considered. Applications should include a statement of qualifications, a current resume and the names, titles, addresses and telephone numbers of three references.

Apply to:

Joan S. McConkey,
Assoc. Director for
Administrative Services,
University of Colorado at Boulder
Libraries, CB184,
Boulder, CO 80309-0184

Fellowships In Archival Administration: NHPRC

The Records Program of the National Historic Publications and Records Commission (NHPRC) is accepting applications from individuals for three Fellowships in Archival Administration that will provide advanced administrative training in archives. For the 1991-92 fellowship year, the stipend will be \$35,000, plus up to \$7,000 in fringe benefits, for a 9- to 12-month period beginning between August and October 1991. Applicants should have between two and five years' experience in archival work. Host institutions for the 1991-92 Fellowship will be:

Oregon Office of the Secretary of State, Archives Division Salem, Oregon

The fellow will work directly with the state archivist and deputy as a member of the administrative unit; participate in section head meetings and staff meetings; receive

fiscal management; and assist in reappraising holdings prior to the move to a new building. For the technical project, the fellow will examine the impact of the archives move into the new facility. Using statistical reports generated by the archives' program areas up to the time of the move, the fellow will analyze changes in the use of the holdings, the impact of free space on accessions, changes in internal systems and procedures, and the impact of a new working environment on the staff. The fellow will prepare a narrative analysis that describes the changes occurring as a results of the move, summarizes the impact on programs and staff, and evaluates the effectiveness of the solutions.

Regents of the University of California University of California, Los Angeles Film and Television Archives Los Angeles, California

The fellow will serve as administrative assistant to the director and undertake three major projects: for Research and Study Center, work in the area of study collection development; with the New Technologies program, involvement in developing a user-base for the interactive technologies analysis system currently under development; and work with the director in developing Film Foundation activities. For the technical project, the fellow will produce a planning report relating to the archive's future development of a formalized publications program.

Delaware Department of State Division of Historical and Cultural Affairs Bureau of Archives and Records Management Dover, Delaware

The fellow will serve on the administrative staff of the state archivist and work directly with technical, personnel, budget and management issues. For the technical project, the archives anticipates that the fellow will complete two activities. Possible activities include completion of a user study, development of a specific three year preservation plan, completion of a personnel classification review, examination of current Bureau initiatives for its publications and outreach, or definition of an appraisal strategy for municipal and court records.

Application forms and more complete descriptions of the program should be requested from:

NHPRC,
National Archives Building,
Washington, D.C. 20408
Telephone: 202/501-5610)

The forms must be completed and received by March 1, 1991. Following the March 1 deadline, the Commission will provide the completed fellowship application forms to the host institution, each of which will select a fellow by mid-June 1991.

**Fifth Western Archives Institute
June 9-21
University of California, Berkeley**

This is an intensive, two-week workshop with sessions geared to all levels of experience. Tuition is \$400. Applications should be made by April 1, 1991. For further information and applications, contact:

Laren Metzger, Administrator
Western Archives Institute
1020 "O" Street, Room 130
Sacramento, CA 95814
Telephone (916) 445-4294

Lynn E. May, Jr., Study Grants

The Historical Commission of the Southern Baptist Convention announces the availability of limited study grant funds for 1991. The Lynn E. May, Jr., Study Grants are to encourage the use of the resources of the Southern Baptist Historical Library and Archives, operated by the Commission. The grants cover expenses related to research in the Commission's library and archives. The maximum funds available for each recipient is \$500.

Applications should be received by April 1, 1991, in order to be considered for funding for next years grants. For guidelines and application forms write:

Historical Commission, SBC
901 Commercial Street, Suite 400
Nashville, TN 37203-3630
(615) 244-0344



State News



CHATTANOOGA — The Local History and Genealogy Department of the Chattanooga-Hamilton County Bicentennial Library has published A Guide to the Manuscript Collections of the Chattanooga-Hamilton County Bicentennial Library. The 90 page guide is available for \$5.50 by calling or writing the department at 1001 Broad Street, Chattanooga, TN 37402, (615) 757-5317.

NASHVILLE — Marilyn Bell Hughes has returned to work at TSLA after undergoing surgery for cancer. I'm sure that all Tennessee Archivists will join me in wishing Marilyn a speedy recovery! It's good to have you back!

MEMPHIS — All members of Tennessee Archivists who are interested in presenting papers at the spring meeting in Memphis should contact Michelle Fagan at (901) 678-2210.

KNOXVILLE — Connie Burkhalter, former photographer at TSLA, has relocated to be with her husband at his new job. Connie will continue to be active in TA as an associate member. We wish her well in her new location.

The Archivist wishes to welcome all new members to our organization. The archival profession is undergoing some exciting as well as challenging times. It is good to have you with us.

DUES — David McWhirter would like to remind all members that dues for 1991 are now due. Make your checks payable to Tennessee Archivist, fill out the form at the back of this newsletter and mail to the printed address.

NASHVILLE — Robert DePriest has retired from TSLA. We wish Bob a happy and productive retirement. He will be missed by the researchers, who depended on his knowledge and skills, by his colleagues, who benefited from his dedication and professionalism, and by his friends, who have benefited from his good humor and kindness. ☞

Any member of Tennessee Archivists wishing to have an item inserted in the state news column, should send it to: Mancil Johnson, Tennessee Technological University, Box 5066, Cookeville, TN 38505.

National News



CHAPEL HILL, NC — The Southern Historical Collection at the Wilson Library of the University of North Carolina at Chapel Hill received a grant to catalog the Southern Pamphlet Collection and the Southern Historical Collection for OCLC. The one year Department of Education Title IIC grant will provide national access to approximately 4320 pamphlets and 1800 manuscript collections.

TUSKEGEE, AL. — The Hollis Burke Frissel Library at Tuskegee University has opened a large collection of materials related to lynchings from 1882 to 1964. The 61 cubic foot collection consists of newspaper clippings, eyewitness accounts and studies of 4743 lynchings from 44 states. For more information contact Dr. Daniel T. Williams, Archivist at Tuskegee University.

CHICAGO, IL. — The Academy of Certified Archivists announced that a new examination handbook is available from the ACA secretariat. For information contact:

**The Academy of Certified Archivists
600 South Federal, Suite 504,
Chicago, Illinois 60605
or call (312)922-0140**

The examination will be given simultaneously in Philadelphia, Atlanta, Chicago, Dallas and Los Angeles during the SAA annual meeting Sept. 25-29, 1991. The exact dates and locations are yet to be determined. ☞

From The Bookshelf

Archival Copies of Thermofax, Verifax and other Unstable Copies, by Norvell M.M. Jones

Technical Information Paper No. 5. \$15.00 for a paper copy, \$8.00 for microfiche, available from the National Technical Information Service, Department of Commerce, 5285 Port Royal Road, Springfield, VA 22161 or telephone (703) 487-4650.

Also available through the National Technical Information Service is Preservation of Archival Records: Holdings Maintenance at the National Archives by Mary Lynn Ritzenthaler. ☞

Paper Conservation & Ultraviolet Light

Conservation problems arise through the natural decomposition of materials such as wood pulp paper, acidic writing inks, or graphite pencil leads. These materials are designed to break down naturally, without even considering environmental conditions. It is our job to preserve an item in its original form, which suggests that we need to consider every environmental aspect. Previous articles have discussed storage climate conditions and ways of reducing natural acid levels of paper. One other major environmental concern that cannot be avoided is the effect of ultraviolet radiation on paper and ink. Unfortunately, natural light and fluorescent light are both sources of UV radiation.

We are all familiar with the effect of sunlight or ultraviolet light on our skin and how in recent years the danger has been identified and publicized. In the same way, ultraviolet light rays are very detrimental to paper, resulting in the breakdown of paper fibers. If you leave a brand new newspaper outdoors for a few sunny days or a brightly colored piece of paper in a room lit by fluorescent tubes, the drastic results can be quickly noted. Conservators can ill afford to allow this deterioration to occur to historic documents because the damage is not reversible.

Understanding light is the first step in caring for paper materials. The natural visible light we need to exist is a combination or spectrum of different light waves. These light waves break down into different lengths. Most of the light waves are converted into needed energy, heat and visible colors. However, the shorter light waves are the ultraviolet wave lengths and are not visible to the human eye. These cause the decomposition or degradation of many types of materials. The decomposition is a results of ultraviolet light breaking down the bonds of the molecular structure of a material. This is particularly true of any substance with carbon, oxygen, and hydrogen in its chemical composition.

Paper is composed of all these elements but is especially high in carbon content.

The chemical composition of a document is not visible to the unaided eye. However, the characteristics or results of this physical, chemical breakdown is readily apparent. Certain types of paper will become whitened or bleached, and colors will fade away. Any paper high in lignin (the organic compound in wood) will turn yellow or brown. Most importantly, all types of paper will become brittle over time. Inks fade away, leathers become dry and cracked, and photographs wash out or images disappear completely.

What can be done to slow down or stop the decomposition caused by UV light? Unfortunately, once the chemical breakdown begins it cannot be stopped, but it can be dramatically slowed down by adhering to several easy conservation approaches. The best approach begins with the standard of good storage. Good storage folders, boxes and coverings can protect originals from ultraviolet light. A minimum of natural light and/or fluorescent light in storage areas can further protect documents and books.

Even though constant darkness will completely protect paper materials from ultraviolet deterioration, it is not very convenient or practical for patron's use. Therefore, compromises must be achieved to protect materials from UV light damage. Emphasizing that important items not be left in direct sunlight for long periods of time is a good beginning point. This should also mean that the extended display of original documents be avoided or, at the very least, carefully planned. Windows in storage areas should be covered with a good set of drapes or blinds. These practical approaches must be considered in any plan to protect materials from UV fading.

Where funding permits, ultraviolet light filters can be purchased in a wide variety of formats. These filters eliminate approximately 92% to 95% of the harmful ultraviolet rays, while still allowing easy visibility. UV filters can be found in mylar film for existing windows, in plexiglass that can replace glass in framing, in some non-glare glass and even in tubing which can cover fluorescent light tubes. These materials are commonly known as UF-3 plexiglass or Acrylite OP-2. If display of

historic documents is necessary, then ultraviolet filters should be considered as a required part of the cost to set up the display.

In planning for conservation of paper and books, we must remember to use basic preventive procedures first, and then follow through with more elaborate and expensive approaches. As noted, even the sun can cause problems when paper is allowed to go unprotected. We can prevent many problems with simple techniques such as draperies and UV filters, if we just make sure we remember to be aware of the ultraviolet light.

For further reading materials about ultraviolet light and its effects on paper, read these materials:

Conservation of Library Materials by George and Dorothy Cunha, Scarecrow Press, 1971

"Environmental Protection of Books and Related Materials", Library of Congress Preservation Leaflet

Computer Paper

Acid free bond computer paper can now be purchased from:
**Highsmith, W5527 Highway 106,
P.O. Box 800, Fort Atkinson, WI
535389-0880 or telephone 800-558-2110**

Fading Away

An article on the impermanence of color photos appears in the June 1990 issue of Popular Photography. Written by Bob Schwalberg, Henry Wilhelm and Carol Brower, the article gives an in-depth view of the current status of color photographs and negatives.

National Policy on Permanent Paper

On October 12, President Bush signed Senate Joint Resolution 57 establishing a national policy on the use of acid-free permanent paper for federal records, books and publications of enduring value. It also recommends that American publishers and state and local governments use acid-free paper for publications of enduring value. ☒

Invitation

Tennessee Archivists invites membership from all persons interested in Tennessee's archives and historical resources. Membership is on a calendar-year basis. TA holds two meetings each year. The spring meeting includes the annual business meeting and is held in Middle Tennessee. The fall meetings are alternately held in East and West Tennessee. TA publishes a quarterly newsletter and invites contributions from members and non-members. Officers are elected at the spring meeting.

Tennessee Archivists Membership Form

Enclosed is my check for membership in the Tennessee Archivists as a:

Full member (\$10 per year): _____

Association member (\$3 per year): _____

Institutional member (\$10 per year): _____

Renewal? Yes _____ No _____

Name: _____

Institution: _____

Mailing address: _____

Is this your home _____ or business _____ address?

Please make checks payable to Tennessee Archivists and mail to:

David McWhirter

Disciples of Christ Historical Society

1101 19th Avenue South

Nashville, TN 37212

Archivists

is a quarterly publication of the Tennessee Archivists. Members of the society and others are encouraged to submit brief articles, information on acquisitions, openings, publications, staff, exhibits, special programs and grant projects for inclusion in *Archivists*. The editor appreciates your suggestions and comments about the content and style of *Archivists*. Send materials to: Mancil Johnson, University Archives, Tennessee Technological University, P.O. Box 5066, Cookeville, TN 38505.



Memphis Cook Convention Center
One Convention Plaza
Memphis, TN 38103 U.S.A.

MEMPHIS COOK CONVENTION CENTER
THE STATE HERMITAGE MUSEUM
LENINGRAD, USSR



BULK RATE
U.S. POSTAGE
PAID
MEMPHIS, TN
PERMIT NO.
2152

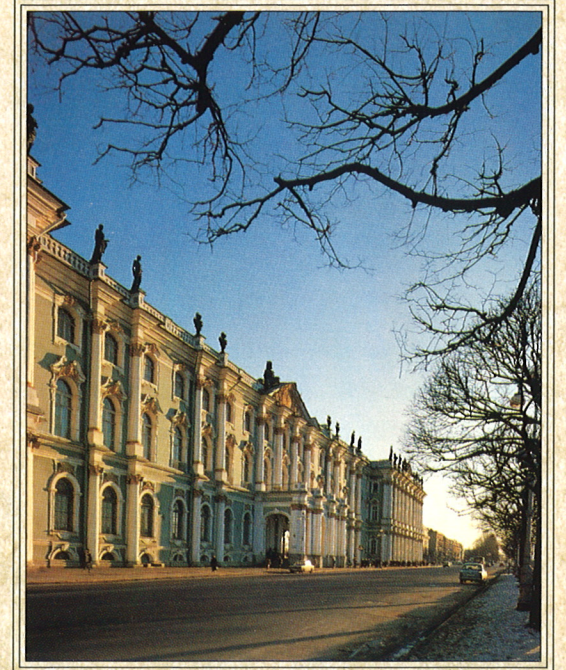
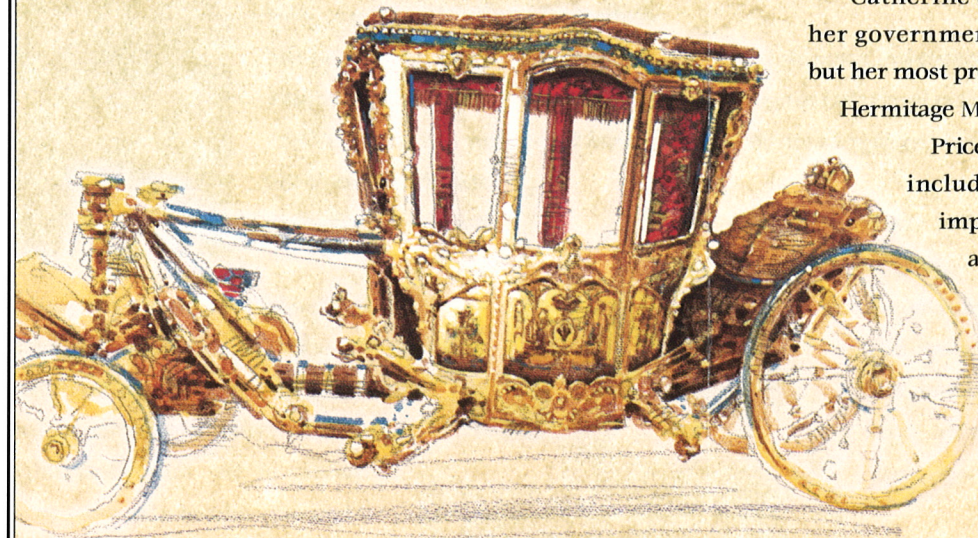
The world-premiere of the Catherine the Great Exhibition in Memphis is a historic occasion of international significance.

It marks the first time that this collection of treasures has been shown outside the USSR. The restoration of the coronation carriage of Catherine II is an important preservation project which the City of Memphis is proud to have initiated and sponsored.

In her own time, Catherine the Great was a champion of cultural exchange and artistic development. It is fitting that her reign should be the focus of this prestigious exhibition. In the spirit of Catherine the Great, Memphis brings cultural exchange and international understanding to a new age; sharing the wonders of Imperial Russia with the world.

Richard C. Hackett

RICHARD C. HACKETT
Mayor



THE STATE HERMITAGE MUSEUM
LENINGRAD, USSR

She was a monarch in the Age of Enlightenment. A powerful ruler who kept Russia stable and strong in a time of revolution and unrest.

Catherine the Great brought innovation to her government and expansion to her empire, but her most precious legacy was the magnificent Hermitage Museum.

Priceless art objects from this collection include masterpieces of the world and imperial treasures created by Russian artists and craftsmen. These wonders from the golden age of imperial Russia are the stars of the Catherine the Great Exhibition.

CATHERINE THE GREAT

This remarkable exhibition presents the full magnificence of Russian artistry and craftsmanship during the reign of Catherine the Great. In a collection of aesthetic and historical treasures never before seen outside the USSR.



The flowering of the Russian arts under Catherine II is represented by almost 300 priceless items that range from the newly-restored coronation carriage to jewel-encrusted watches.

An entire gallery is devoted to masterpieces in gold, silver and precious stones. Fabergé miniatures of Catherine the Great's coronation crown, scepter and orb. Gold and silver snuff boxes decorated with diamonds, enamel and miniature portraits. Rings, bracelets, pins and medallions of intricate design and precious materials.



The brilliant decorative and fine arts of the era are also fully represented. A beautifully carved sleigh of gilded wood with a life-size St. George battling a dragon. Opulent court costumes. Exquisite tapestries from the Imperial Tapestry Manufacturers. The unparalleled creations of the Imperial Porcelain Factory. Magnificent paintings by great Russian artists.

The centerpiece of the exhibition is the coronation carriage, with elaborately carved and gilded wood, and panels painted by Francois Boucher, the court painter for Louis XV. It was damaged during the Siege of Leningrad in World War II and stored in disrepair. Now, completely restored, the coronation carriage is revealed in its full splendor for the first time in generations. Individual recorded tours lead each visitor through this exhibition, tracing the reign of Catherine, and the influences of Peter the Great

and Empress Elizabeth I. Remarkable artifacts and portraits include the military dress uniform Catherine wore, an elaborately embroidered war tent presented to her by a sultan of the Ottoman Empire, and an inspirational collection of icons, chalices and vestments of the Russian Orthodox Church.

Featuring a 90 foot, panoramic mural of the Winter Palace, the entire exhibition is impressively presented in surroundings that evoke the heritage and history of the State Hermitage Museum, one of the most pres-



tigious museums in the world.

Never before has such a collection been presented outside Russia. This historic exhibition of the wonders of the era of Catherine the Great defies comparison.

EXHIBITION INFORMATION

Dates: April 10-September 8, 1991
Times: 9 AM-8 PM Daily
Place: Grand Exhibition Hall
Memphis Cook Convention Center
One Convention Plaza, Memphis, TN 38103
Phone: General Information-(901) 576-1290
Tickets: Distributed through WONDERS Ticket System:
Memphis Area (901) 576-1290
Outside Memphis 1-800-755-8777

Ticket price includes:

- Catherine the Great Exhibition
- Individual Recorded Tour
- Orientation Film

ADVANCE RESERVATIONS STRONGLY RECOMMENDED

All tickets are for a specific date and time

TICKETS MAY BE PURCHASED:

- In person at Memphis Cook Convention Center
- By telephone with VISA or MasterCard
- By mail with attached ticket order form
(A \$1.00 per order postage and handling charge will be made for all tickets mailed)

GROUP RATES AVAILABLE FOR GROUPS OF 20 OR MORE

Recorded Tours: An entertaining and educational recorded tour is provided free of charge with paid admission.

Parking: Memphis Cook Convention Center Garage
Other nearby surface lots also available

Gift Shop: Authentic Russian gifts, handcrafted lacquer boxes, Matrushka dolls, jewelry, bookstore, exhibition catalog, posters, postcards, T-shirts, glassware, children's items, hundreds of gift items and mementos.

Food Service: Convenient, on-site restaurant serving delicious, affordable sandwiches, salads, snacks, pastries, and beverages.

Special Events: Catered receptions, luncheons, dinners for group or corporate events. Advance arrangements required.

Photography: Photography is not permitted in the Grand Exhibition Hall.

Check Room: Umbrellas, cameras, packages, and briefcases are not permitted in the Grand Exhibition Hall. A secure, convenient check room is provided at no charge.

Handicapped: The Memphis Cook Convention Center is fully handicapped accessible, including special parking. Wheelchairs are available on site at no charge.

Information: Complete information on Memphis tour packages, including hotel. Special airfares available. Call Unique Tours-1-800-235-1984. Memphis Visitor Information Center-901-526-4880. On-site information booth for directions and other assistance

WONDERS, The Memphis International Cultural Series, is planning future exhibitions, including the Ottoman Empire, the Etruscans and Napoleon.

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TICKET ORDER FORM

	Quantity	Price*	Subtotal
Adult	_____	@ 9.50	_____
Sr. Citizen (60+)	_____	@ 9.00	_____
Youth (5-16)	_____	@ 5.00	_____
		Postage & Handling	1.00
		TOTAL	_____

Special rates for groups of 20 or more:
Call (901) 576-1290 Memphis Area
1-800-755-8777 Outside Memphis

Name and address to which tickets should be mailed
(Print clearly)

Name: _____

Address: _____ Apt.: _____

City: _____ State: _____ Zip: _____

Phone: _____

Please list time and date preferences:

Date _____ Morning, Afternoon or Evening _____

1st _____

2nd _____

3rd _____

Payment: _____ Money Order/Cashier's Check
(enclosed) payable to
Catherine the Great Exhibition

_____ Visa _____ MasterCard

Card No. _____ Exp. Date _____

Name on Card _____

Signature _____

Mail Ticket Order Form with proper payment to:

Catherine the Great Tickets
Memphis Cook Convention Center
One Convention Center
Memphis, TN 38103

Ticket order must reach sales office at least three weeks prior to requested tour date to allow time for processing and mailing.

Sorry, tickets cannot be refunded, exchanged or cancelled, nor can lost tickets be replaced.

*Price includes all service fees.

Principal Sponsor:

Federal Express Corporation

Major Sponsor:

State of Tennessee

Official Airline:

Delta Air Lines, Inc.



This is a detailed black and white map of Memphis, Tennessee, and its surrounding areas. The map shows major highways including I-40, I-55, I-240, US-79, US-70, US-64, US-72, and US-57. Key landmarks such as the Mississippi River, Wolf River, Millington Naval Base, Memphis International Airport, and the Tennessee Welcome Center are marked. A grid of city streets is shown, with major thoroughfares like Beale St., Main St., and Poplar Ave. labeled. A compass rose in the bottom left corner indicates North. The map also shows the borders of Arkansas, Missouri, and Mississippi.

VISITORS INFORMATION CENTER

Begin your stay by stopping by the Visitors Information Center on Beale Street, where an experienced staff will help you make the most of every minute in Memphis, and you can pick up maps, brochures and descriptive literature about the many things to see and do here. Telephone: (901) 526-4880.

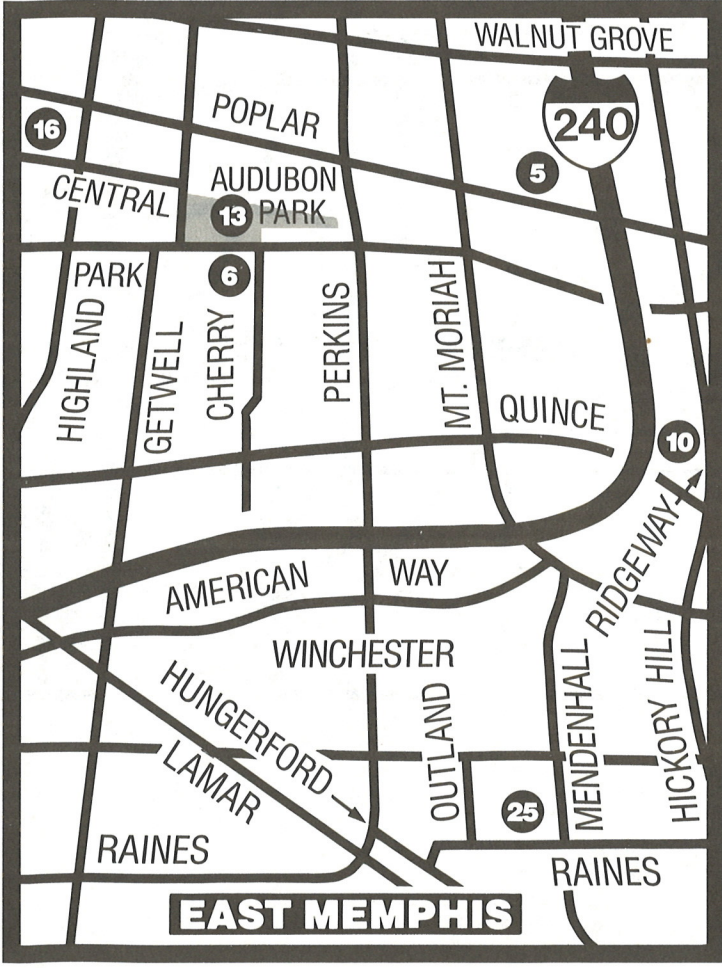
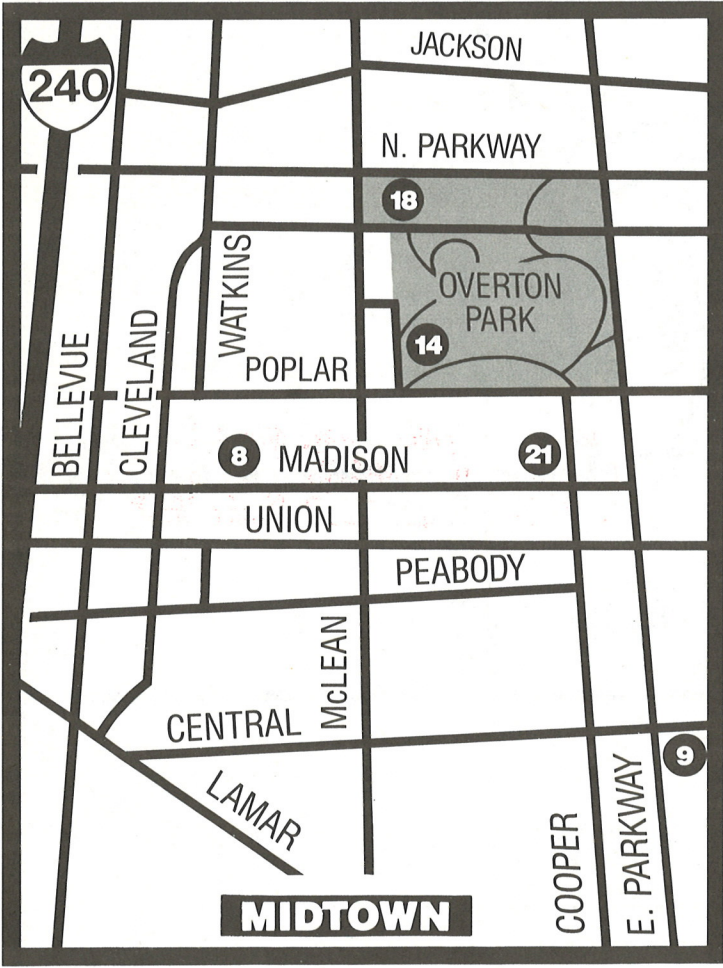
Tour Memphis
MUD ISLAND →
MEMPHIS VISITOR
CENTER →

It's easy to find Memphis' most popular attractions. Just follow the Tour Memphis directional street signs.

Start
something
great in
Memphis

MEMPHIS AREA ATTRACTIONS MAP

POINTS OF INTEREST



1 ADVENTURE RIVER WATER PARK

680 Whitten Bend Cove. Exit 14 Off I-40 East on Whitten Road. Water Park: Wave pool, water slides, swimming pools on 25 acres. Open weekends only beginning April 30. Open daily May 21 through Labor Day weekend. One price admission: Adults — \$10.99, Children ages 4-9 — \$9.99. Senior Citizens over 62 and children under 3 are admitted free. After 4 pm only \$5.99. (901) 382-9283.

2 AGRICENTER INTERNATIONAL

7777 Walnut Grove Road. Exit 14 East on Germantown Road South. America's showcase for agricultural technology. 1,000 acre demonstration farm with a 140,000-square foot exhibition pavilion. Special events include farm shows and farmers' markets. Open Mon.-Fri. 8:30 am to 5 pm. Closed holidays. (901) 757-7777.

3 BEALE STREET

The street made famous by W.C. Handy is alive again with the sound of the blues and Memphis music. A collection of restaurants, shops and night spots. Beale Street features the W.C. Handy home, music in Handy Park, a memorial to Elvis Presley, the Mid-South's oldest, working general store (A. Schwab's) and a police museum. (901) 526-0110.

4 CHUCALISSA INDIAN VILLAGE AND MUSEUM

Adjoins T.O. Fuller State Park on Indian Drive. Drive west on Mitchell Road from US 61 South. Museum and reconstructed Indian Village of about 1400 A.D. Open Tues.-Sat. 9 am to 5 pm, Sun. 1 to 5 pm. Closed most holidays. Nominal admission fee. (901) 785-3160.

5 CRYSTAL SHRINE GROTTO

5668 Poplar Avenue in Memorial Park Cemetery. Scenes from the life of Christ. Gardens, art collection. Easter sunrise service. Free admission. Open daily 10 am to 4:30 pm. (901) 767-8930.

6 DIXON GALLERY AND GARDENS

4339 Park Avenue. A museum of Impressionist art surrounded by 17 acres of landscaped woodland gardens. Open Tues.-Sat. 11 am to 5 pm, Sun. 1 to 5 pm. Nominal admission fee. Free on Tuesday. (901) 761-5250.

7 GRACELAND

Home of Elvis Presley. Ticket office located at 3765 Elvis Presley Blvd. Tour mansion, two airplanes, customized bus and "Elvis Up Close" museum. Open daily 9 am to 5 pm. Summer extended hours 8 am to 6 pm. Closed Tues. Nov.-Feb. (901) 332-3322. Out-of-state: (800) 238-2000.

8 LAUREL HILL VINEYARD

1370 Madison Avenue. Small winery with tours, sampling, slide presentations, wines from Tennessee vineyards. Hours for sales and tours are Mon.-Fri. 10 am to 12:30 pm and 1 to 5 pm. For special hours or groups over 30 call (901) 725-9128 or (901) 725-0377.

9 LIBERTYLAND/LIBERTY BOWL COMPLEX

Located in fairgrounds at Central and East Parkway. Libertyland historical, educational and recreational amusement park. Open April through September. Hours vary. Admission \$6. Thrill Ride Ticket \$5. Children under 4 free, over 55 — \$2, after 4 pm \$3. (901) 274-1776. Also housed, at the fairgrounds are the Liberty Bowl Memorial Stadium, the Mid-South Coliseum and Chicks Stadium.

10 LICHTERMAN NATURE CENTER

5992 Quince Road. Wildlife sanctuary and environmental education facility. 65 acres of pond, forest, marsh and field habitats within city limits. Open Tues.-Sat. 9:30 am to 5 pm, Sun. 1 to 5 pm. Nominal admission fee. (901) 767-7322.

11 LORRAINE MOTEL/ NATIONAL CIVIL RIGHTS CENTER

406 Mulberry. Site of the assassination of Dr. Martin Luther King, Jr. The motel will become America's first national civil rights center, scheduled for completion in 1991. (901) 521-1560.

12 MEEMAN-SHELBY STATE PARK

15 miles north of Memphis off North Watkins. Boat rental, cabins, 2 group camps, stables, 18-hole disc golf course, paved bike trail, hiking trails, picnic shelters, nature center, boat launch to Mississippi River, campground w/full hook-ups. Open sunrise to 10 pm. (901) 876-5215.

13 MEMPHIS BOTANIC GARDEN

750 Cherry Road between Southern and Park in Audubon Park. Eighty-seven acres, 20 display gardens including: roses, Japanese gardens, wild flowers, iris, azaleas and more. Goldsmith Civic Center. Open Mon.-Fri. 9 am to 4:30 pm, Sat. and Sun. 10 am to 5 pm. Grounds open 8 am to sunset. Free admission. (901) 685-1566.

14 MEMPHIS BROOKS MUSEUM OF ART

Located in Overton Park. Largest visual arts museum in Tennessee. Features paintings, prints and photography from the 13th century to present. Gallery talks, films, tours, children's activities. Open Tues.-Sat. 10 am to 5 pm. Free admission. (901) 722-3525.

15 MEMPHIS INTERNATIONAL MOTORSPORTS PARK

5500 Taylor Forge Road, north of Memphis off Fife Road. Six hundred acre, multimillion-dollar auto racing and motorsports park. Professional racing and nationally scheduled events featured regularly. Season runs March to November. Call for race schedule and admission prices. (901) 358-7223.

16 MEMPHIS PINK PALACE MUSEUM AND PLANETARIUM

3050 Central Avenue. Regional museum of science and history. Open Tues.-Sat. 9:30 am to 4 pm with extended hours on Thursday to 8:30 pm, Sun. 1 to 5 pm. Call for planetarium show times. Nominal admission fee. (901) 454-5600.

17 MEMPHIS QUEEN LINE

Foot of Monroe at Riverside Drive. 1½-hour sightseeing cruises featuring commentary by the Captain. Refreshment stands on board. Wide variety of cruises available March through December. Hours and prices vary. (901) 527-5694.

18 MEMPHIS ZOO & AQUARIUM

36 acres located in Overton Park with over 1900 animals representing almost 500 species. Kiddie rides and children's zoo. Open daily 9 am to 5 pm. Closed Thanksgiving, Christmas Eve and Christmas Day. Nominal admission. (901) 726-4775.

19 MUD ISLAND

125 North Front Street. America's only Mississippi River Museum and Park showcases the cultural, educational, historical and recreational aspects of the Mississippi River. Features an 18-gallery museum, five-block flowing scale model of the Mississippi, and restored Memphis Belle B-17 Bomber from World War II. Open daily 10 am to 10 pm April-October; 10 am to 5 pm, November. Pay one price ticket. Adults — \$12; ages 4-11; Senior and Disabled Citizens — \$2.50; Children under 4 are admitted free. (901) 576-7241.

20 NATIONAL ORNAMENTAL METAL MUSEUM

Located on the Mississippi River at 374 West California. Changing exhibits of architectural metal work, decorative arts. Working blacksmith shop. Open Tues.-Sat. 10 am to 5 pm, Sun. Noon to 5 pm. Adults — \$1.50, Senior Citizens — \$1, Ages 5-18 — \$.75. Admission free for children under 5 and visitors before noon on Wednesdays. (901) 774-6380.

21 OVERTON SQUARE

South Cooper at Madison. Restaurants, entertainment and unique retail shops. Features Memphis music and entertainment. A wide variety of menus at several restaurants.

22 SHELBY FARMS RECREATION AREA

7161 Mullins Station. Adjacent to Agricenter and Shelby Farms Show Place Arena. Bird watching, canoe landings, fishing, forests, picnic areas, shooting range, horse rentals, wildlife preserve, fitness trails and more. Horse Stables — (901) 382-4250, Shooting Range — (901) 377-4635, Administrator — (901) 576-4278.

23 SHELBY FARMS SHOW PLACE ARENA

105 Germantown Road South. Facility houses various horse shows, livestock, trade shows, concerts, banquets and full-service restaurant. Call for schedule. (901) 756-7433.

24 SOUTHLAND GREYHOUND PARK

1550 Ingram Blvd., West Memphis, Ark. Greyhound racing facility featuring parimutual wagering on some of the nation's best racing greyhounds. Fine dining in the Kennel Club and Paddock Club Restaurants. Season is April through November. Call for post times. (501) 735-3670.

25 STROH BELLE AND BREWERY

5151 East Raines Road. Product sampling in the Stroh Belle, a replica of a Mississippi River stern-wheeler. Brewery tours Mon.-Fri., 10:30 am, 11:30 am, 1:30 pm, 2:30 pm, 3:30 pm. Closed holidays and weekends. Free admission. (901) 797-2243.

26 SUN STUDIO

706 Union Avenue at Marshall. The studio where rock 'n' roll was first recorded. Tours daily 10 am to 6 pm. Adults — \$3, children 4-12 — \$2. (901) 521-0664.

27 VICTORIAN VILLAGE

Preserved, restored or under renovation — 18 landmark buildings clustered on twelve sites. Located within the downtown area along Adams Avenue. Free walking tour brochure available on the porches at 652 and 680 Adams. Architecture ranges from Neo-Classical through late Gothic Revival. Three houses open to the public. Call for hours and admission: Magevney House, (901) 526-4464; Mallory-Neely House, (901) 523-1484; and Woodruff-Fontaine House, (901) 526-3469.

Hours and prices are subject to change.