



# TENNESSEE ARCHIVISTS NEWSLETTER

WINTER, 1988

## FROM THE PRESIDENT:

*Greetings!*

*Clear your calendar now for April 7 & 8 and plan to attend our spring meeting in Nashville. Details on the meeting and pre-conference workshop are included in the newsletter and registration material should be in the mail soon. Meeting chair Marilyn Ryall and her committee have put together an exciting agenda, including prominent speakers such as former Society of American Archivists president David Gracy and AASLH director Larry Tise. Good news for members not familiar or comfortable with driving in downtown Nashville--meeting sites are within walking distance of our conference hotel.*

*Elections are held at our annual spring business meeting. The nominating committee has submitted an excellent slate of officers for 1988-89, and of course nominations are also welcome from the floor.*

*Another item on the agenda is the continued discussion and possible action on the proposal for Tennessee Archivists to affiliate with the recently formed Southern Archivists Conference (SAC). Please read the report of the committee appointed to look into this matter. A separate session at the spring meeting is planned to hear a report from the SAC committee, chaired by Marice Wolfe. It is hoped the session will be followed by a lively discussion and question-and-answer period.*

*It has been an honor to serve as Tennessee Archivists president during our tenth anniversary year (1987). I thank the other officers and members for their hard work and support. I look forward to an exceptional year for Tennessee Archivists under the leadership of incoming president Sara Harwell.*

*Sally Ripatti*

*Sally Ripatti  
President, 1987-1988*

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## TENNESSEE ARCHIVISTS SPRING MEETING IN NASHVILLE APRIL 7-8

Tennessee Archivists will hold their spring meeting in Nashville, April 7-8, 1988. The meeting is hosted by the American Association for State and Local History. A full description and registration information is included in this newsletter. The theme for the meeting is "Archives and Records: Bringing history to the records community." A pre-conference workshop on records management, a presentation by David Gracy and dinner at the Old Spaghetti Factory are some of the highlights of the meeting. Plan to attend.

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## COMMITTEE REPORT ON TA AFFILIATION WITH SAC

Tennessee Archivists will decide at the Spring 1988 meeting whether or not to join the Southern Archivists Conference. Current members of this regional organization are the archival societies of Alabama and Mississippi who initiated the following proposal:

1. The organization will be known as the Southern Archivists Conference, (SAC).
2. All members of participating state archivists organizations will be members of SAC.
3. The purpose of SAC is to foster closer cooperation among archivists in the region and advance the interests of our profession.
4. SAC will meet every other year beginning in 1988 at a convenient location. The meeting site will rotate among the states represented by the member organizations. Plans for the meeting will be the responsibility of the host state.
5. SAC will be governed by a committee composed of the presidents and vice-presidents of the member organizations with the president of the host state's society chairing the coordinating committee for the year preceding the meeting in his/her state. The coordinating committee will meet as necessary, but no less than once a year.
6. The committee will assess any financial obligations for SAC activities among the constituent societies, normally following the principle of equal shares.
7. The committee will decide upon the appropriate mechanism for making any changes in the purpose, organization and membership requirements for SAC.
8. A state society may join SAC by a majority vote of its members attending the joint SMA/SALA/SGA meeting in Columbiana, Alabama, or subsequently by a majority vote of its members at a regular meeting. Applications from states entering by the latter means must receive the approval of SAC coordinating committee.

In September 1987 President Sally Ripatti appointed a committee from the membership to study the proposal and make a recommendation. The committee, composed of David McWhirter, Disciples of Christ Historical Society; Bill Sumners, Southern Baptist Historical Commission; Norma Thomas, Archives of Appalachia; John Thweatt, Tennessee State Library and Archives; and Marice Wolfe, Vanderbilt University Archives; will make a formal report on 7 April, following which there will be opportunity for discussion. A vote will be taken at the annual Tennessee Archivists business meeting, 8 April 1988.

The committee will recommend affiliation with the Southern Archivists Conference, holding the opinion that there may be something to be gained in the larger arena, and having found the obstacles to be surmountable. Should the members of Tennessee Archivists concur, the following revisions in the Articles of Organization will be necessary:

#### Article IV - Dues

Dues for each membership category shall be proposed by the executive committee and approved by the majority of members present and voting at the spring meeting. Dues for each calendar year shall be paid within ten days of the conclusion of spring meeting.

Dues for each membership category shall be proposed by the executive committee and approved by the majority of members present and voting at the annual meeting. Dues for each calendar year shall be paid by 30 April.

#### Article VII - Meeting

1. There shall be an annual meeting held in the spring at a Middle Tennessee location, at which meeting officers will be elected and other necessary business transacted.

1. There shall be an annual meeting held in the Fall, at which meeting officers will be elected and other necessary business transacted.

This announcement is intended to serve as the required four week notice which must be given members prior to a vote on amendments to the Articles of Organization. The report of the committee will detail a calendar and procedural changes needed to implement acceptance of its recommendation.

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#### WOMEN IN AMERICAN MUSICAL LIFE SYMPOSIUM

Women in American Musical Life, a symposium celebrating the varied contributions of women to the shaping of music in America will be held on the campus of Middle Tennessee State University in Murfreesboro on Saturday, March 12, 1988. Session I of the meeting is entitled, "The Musical Process: Women as creators and performers." The afternoon session is entitled, "The Musical Product: Women as scholars and business people." Program personalities include: Gillian B. Anderson, Mary Bufwack, Robert K. Oermann, Beegie Adair, Christine Ammer, Dianne Petty, Joseph C. Hickerson, and Joan Scovill.

The symposium is sponsored by the Center for Popular Music and presented as part of Middle Tennessee State University's observance of National Women's History Month. The symposium is free and open to the public. For more information, call: The Center for Popular Music, (615) 898-2449.

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#### JOB ANNOUNCEMENT

CURATOR OF ARCHIVES AND MANUSCRIPTS. Pitts Theology Library, Emory Univ., has an immediate opening for a curator. This person accections and arranges manuscript collections and archives; prepares finding aids for archive and manuscript holdings; takes appropriate measures toward preserving materials, prepares occasional exhibits; assists researchers, and sits on university committees concerned with preservation and related matters. Minimum qualifications: MLS from ALA-accredited institution; formal training in archives administration; ability to exercise initiative and work independently under minimal supervision. An advanced degree in a humane discipline and familiarity with computer applications to manuscript/archival processing are preferred but not required. Salary range, \$17,500 to \$19,500; 24 days annual vacation, plus 9 university holidays. Send letter of application and resume with names of three references

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DON W. WILSON INSTALLED AS SEVENTH  
ARCHIVIST OF THE UNITED STATES

On December 4 in a ceremony in the Rotunda of the National Archives, Don W. Wilson was sworn-in as the seventh Archivist of the United States. President Ronald Reagan, David Matthews, who is Director of the Kettering Foundation, and former Archivist, Robert Warner, offered brief remarks. President Reagan emphasized that Wilson was more that qualified for the position in his academic background and years of experience. Mathews applauded the fact that the professionals whose judgement is essential to the work of the National Archives have confidence in Wilson's ability to lead the National Archives. Recognizing Wilson's appointment as the culmination of the movement to gain independence for the National Archives, Warner noted that in the selection of Wilson the terms of independence legislation had been fully met. All of the speakers looked forward to new possibilities for the National Archives as it enters a new era as an independent agency under Wilson's leadership.

After the administering of the oath of office by Representative Dick Cheney (R-WY), Don Wilson made a few comments. He expressed appreciation to Frank Burke, the acting archivist for thirty-two months, for his role in establishing a strong foundation on which to build. Then Wilson addressed briefly some of his goals for expanding the mission of the National Archives. As one example of the kind of initiative he planned to undertake, Wilson discussed the need for the formulation of a national policy for documenting our national heritage. In closing, Wilson stated that now is a time of opportunity for the National Archives and he hopes to be able to provide aggressive, flexible, and creative leadership for the challenges ahead.

After working for three years for the confirmation of a professional nonpartisan U.S. Archivist, the installation of Don W. Wilson was an occasion of much celebration withing the historical and archival professions.

-American Historical Association Newsletter

REPORT OF THE INTERIM  
BOARD FOR CERTIFICATION

The January, 1988 SAA Newsletter includes a 5½ page report of the Interim Board for Certification. In January 1987, the SAA Council and Officers voted in favor of a certification program. To initiate the program, they established a five-person Interim Board for Certification. The Board's specific charge was to develop a plan and budget for both certification by petition and certification by examination. The Board's report was to be considered by SAA Council and Officers at its 1988 winter meeting, and if approved, provide the basis for implementing the certification program.

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REAUTHORIZATION OF NHPRC GRANTS  
PROGRAM

On November 5, Senator Jim Sasser of Tennessee, joined by other Senators, introduced S.1856, a bill to reauthorize the grants program of the National Historical Publications and Records Commission. The legislation is for the fiscal years 1989 through 1993 and establishes a funding level of \$10 million for each fiscal year. The current appropriation is \$4 million with an authorized ceiling of \$5 million. Sasser is the Chairman of the Senate subcommittee with oversight responsibility for the NHPRC, the Subcommittee on Government Efficiency, Federalism, and the District of Columbia of the Senate Governmental Affairs Committee. In introducing this bill, Sasser urged the Senate not to eliminate funding for the NHPRC as the Office of Management and the Budget has previously recommended but to increase the appropriation. "Without question," he concluded,

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"every penny spent will yield a valuable net return on our investment." Senator Sasser scheduled a subcommittee hearing on the legislation in December. Letters of support for this legislation should be sent to Senator Jim Sasser, Chairman, Subcommittee of Government Efficiency, U.S. Senate, Washington, DC 20510. A parallel bill has not been introduced in the House but is expected shortly.

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## TENNESSEE HUMANITIES COUNCIL

The Tennessee Humanities Council (formerly the Tennessee Committee for the Humanities) was founded in 1973 as Tennessee state program of the National Endowment for the Humanities, a federal agency established by Congress in 1965 "to promote progress and scholarship in the humanities."

The general purpose of the Council is to promote in Tennessee the public understanding and use of the humanities. The Council attempts to achieve its purpose by conducting its own public educational programs in the humanities and also by encouraging and assisting - through project grants and additional means- other non-profit and governmental organizations in conducting humanities projects that serve the broadest possible Tennessee public.

A copy of Council's new Program Announcement, containing revised grant guidelines, may be obtained by calling or writing the Council office. The new Program Announcement lists specific guidelines for the following grant categories: Speaker Grants; Consultant Grants; Book & Film Discussion Project Grants; Conference and Workshop Grants; Media Project Grants; Public Research Grants; Arts Interpretation Project Grants; Planning Grants; and General Humanities Project Grants. For more information write: Tennessee Humanities Council P.O. Box 24767, Nashville, Tennessee 37202. (615) 320-7001.

The Records Program of the National Historical Publications and Records Commission welcomes applications for its Fellowships in Archival Administration. Jointly funded by the Commission and the Mellon Foundation, the fellowships provide advanced administrative training for mid-career archivists.

The fellowships carry a \$21,000 stipend and up to \$4,200 for fringe benefits for a nine-to-ten month period beginning August and October 1988. Applicants should have at least three years of archival work experience and have completed the equivalent of two semesters of full-time graduate work in a program containing an archival education component (ie including at least one course in archival methodology).

The application receipt deadline is March 1, 1988. For further information contact: Laurie A. Baty, National Historical Publications and Records Commission, Washington, DC 20408 (202/523-5386).

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## PHOTOGRAPH COLLECTION WORKSHOP

Using microcomputers in slide and photograph collections is the subject of the workshop at the University of Texas at Austin from July 19-23. The workshop is designed for curators who manage visual resources and who are ready to explore the advantages of automation. Sessions include introduction to hardware and software; fundamentals and applications of programming; and future trends in automated systems. To receive a brochure about the workshop, contact Jack Brannon, Fine Arts Continuing Education, University of Texas at Austin, FAB 2.4, Austin, Texas 78712. (512) 471-1655.

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## P U B L I C A T I O N S

Preservation Microfilming: A Guide for Librarians and Archivists is a new book from the American Library Association. A joint project of the Association of Research Libraries and the Northeast Document Conservation Center, the book describes each stage of the preservation microfilming process. Topics include planning, selection and preparation of materials, provision of bibliographic control for microfilmed materials, and storage and care of master negatives. The 212 page paperback can be ordered for \$40 from Publishing Services Order Department, American Library Association, 50 East Huron Street, Chicago, Illinois 60611.

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Two titles have been added to the Society of American Archivists Bookcase.

Retention of Records: A Guide for Retention and Disposal of Student Records is published by the American Association of Collegiate Registrars and Admission Officers. This guide provides reasonable standards to assist student records managers in making record retention decisions. In addition to its recommended guidelines for the retention and disposition of hard-copy documents, the guide addresses the issues behind and procedures for dealing with, the retention of records in machine-readable form. It also discusses the future archival significance of student records, and the responsibility records managers have to the researchers and archivists of the future. Paperbound, 46 pp. \$6 members; \$8 nonmembers.

Planning Manual for Disaster Control by Hazel Anderson and John E. McIntyre. A disaster may be a small-scale incident or a full-blown emergency, but in either case it requires prompt reaction to limit damage. This manual provides a disaster prevention and reaction "blueprint," which can be used to

compile an individual disaster control plan for your repository. It was based on written answers to a detailed questionnaire from over forty institutions and on research visits to twenty-five. Paperbound, 75 pp. \$7 members; \$9 nonmembers.

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The Association of Catholic Diocesan Archivists has reprinted Records Management for Parishes and Schools. Compiled by David P. Gray, the manual provides parish and school administrators with information on implementing a parish archives/records management program. The manual contains a step-by-step process for establishing a records management program; provides information on care of archival materials; and includes records management forms, glossary, canons relating to parochial archives; and a records retention schedule governing retention and disposition of 225 records common to parishes and schools in the Diocese of Bismark. Copies are \$3.25 each (or \$2.75 each for 50 or more). The price includes postage and handling. Please direct orders to Sr. Catherine Louise La Coste, Diocese of San Diego, P.O. Box 80428, San Diego, CA 92138.

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The Society of American Archivists has announced that it has completed an agreement with David Bearman to make available to its members, at a discount, subscriptions to Bearman's quarterly newsletter and technical reports.

Under the arrangement, SAA members who subscribe to the Archival Informatics Newsletter will pay only \$21.60. These subscriptions are available on a prepaid basis only. Bearman's technical reports will be available for \$40.50 for individual copies. Contact SAA for more information.

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CONTINUING EDUCATION WORKSHOPS FROM SAA JANUARY-JUNE 1988

Documentation Strategy Seminar

4 March; Denver, Colorado

(in conjunction with the annual meeting of the National Council for Public History).

Administration of Photograph Collections

March; Kansas City, Missouri.

Business Archives: Basics and Beyond

25-27 April; Minneapolis/St. Paul, Minnesota.

Archival Fundamentals: Appraisal

28 April; Allentown, Pennsylvania

(in conjunction with the Spring MARAC meeting).

Documentation Strategy Seminar

4 May; Chicago, Illinois

(in conjunction with the Spring MAC meeting).

Archival Fundamentals: Appraisal

11-12 May; Anaheim, California

(a special 1½ day workshop held in conjunction with the Spring SCA meeting).

Photographic Collections Workshop

19 May; Elko, Nevada

For additional information contact Tim Ericson or Jane Mohan at 312/922-0140

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TENNESSEE ARCHIVISTS NOMINATING COMMITTEE REPORT

The Nominating Committee has submitted the following slate of officers for 1988-89:

Norma Thomas (Archives of Appalachia) - Vice President/President-elect

Dave McWhirter (Disciples of Christ Historical Society) - Treasurer

Mary Teloh (Vanderbilt Medical Library) - Secretary

Sara Harwell (Vanderbilt Special Collections), 1987/88 Vice President-President-elect, will assume the office of president at the time of the elections.

1988-89 Nominating Committee

Steve Cotham, Chair

Ellen Garrison

Jane Williamson

## TERMINAL TALK

by Sara Harwell

In casting about for a topic for this column, I ultimately decided on the obvious. It occurred to me that the last time I reported on our automation project at Vanderbilt was at the fall meeting of 1984. We have made some changes since then, so I am going to bring you up to date. I hope in the near future to report on other projects around the state.



The system I will be describing is for access to the University Archives. We provide uniform folder level access to almost all record groups. We catalog our manuscript collections somewhat differently, using a combination of word processing for the actual register, database management for the correspondence index, and MARC records in OCLC at the collection level.

The computer with which most of the work has been done so far is a standard Zenith Model 153 microcomputer. It is connected to a Tallgrass 80-megabyte (capable of holding 80 million characters) Winchester hard disk, which is divided into three main drives. Two of the drives are approximately 30 megabytes and the third is 20 megabytes in size. The two larger drives house the archives database and the manuscripts correspondence index. Our database management software is the ubiquitous dBase III Plus. We cast our lot with dBase II before we knew how to evaluate such choices, but I can't say we've been unhappy with the package.

In our original plan, we intended to combine reference and administrative functions in the same database structure. This approach proved unwieldy, since the same administrative information often applied to hundreds of folders at once. We did not think it necessary to provide those details at the folder level. When we divided the reference and administrative functions into two databases, we found it practical to enter administrative information at the accession level, in other words, one computer record per accession. This method saves time and storage space in the computer and is workable because administrative details, such as restrictions and disposal dates, generally apply to an entire group of records.

Reproduced below are the structures for the two kinds of records. The first is the reference record. The letters C and N indicate character and numeric fields. The word "field" means the type of data to be put into a particular slot in the record. Width refers to the number of characters designated for the field. The computer allots this amount of space for each record, whether or not it is filled.

### REFERENCE USE

	<u>Field name</u>	<u>Type</u>	<u>Width</u>	<u>Explanation</u>
1	Foldername	C	50	Name of folder
2	RG	N	4	Record group name
3	Dept	C	30	Office of origin

	<u>Fieldname</u>	<u>Type</u>	<u>Width</u>	<u>Explanation</u>
4	Datebeg	N	4	First date in folder
5	Dataend	N	4	Last date in folder
6	Subjproper	C	75	Subject - Proper noun
7	Subjpen	C	50	Subject - General
8	Location	C	8	Shelf location
9	Boxnum	C	4	Box number
10	Foldernum	C	4	Folder number
11	Reelnum	C	4	Reel number
12	Use	N	4	Number of times used

Total Length of Record 242 characters

#### ADMINISTRATIVE USE

	<u>Fieldname</u>	<u>Type</u>	<u>Width</u>	<u>Explanation</u>
1	RG	N	4	Record group number
2	Dept	C	30	Office of origin
3	Subgroup	C	20	Usually smaller offices within Office of origin
4	Series	C	15	Individual administration
5	Daterec	N	6	Date received
6	Quantity	C	9	Number of cubic feet
7	Dates	C	9	Inclusive years
8	Boxnum	C	7	Inclusive box numbers
9	Location	C	8	Shelf location
10	Inventory?	C	1	Yes or No (Y-N)
11	Statuschg	C	2	Change in status (microfilming, disposal)
12	Datechg	N	6	Date of change
13	Restrict	C	1	Restrictions (Y-N)
14	Naturestr	C	2	Description of restriction
15	Datelif	N	4	Date restrictions to be lifted

Total Length of Record 125 characters

After many rounds of trial and error, we are finding that these structures are workable. Certain fields of the reference database can be printed out and used as an inventory, and they have the obvious capability of being searchable online. The administrative database is also useful in producing accession reports.

There are limitations. Some files, for instance, are going to be more complex in terms of content than two subject fields will accomodate. In this case, some sacrifices have to be made, since we cannot take up valuable disk space which will usually remain empty in order to fully describe the occasional non-typical file. Moreover, we have generally found that the majority of archival records are more often accessed by folder title (usually considered the provenance approach) than by an assigned subject heading (content indexing).

I would like to hear from others of you working on similar projects. Perhaps through the sharing of information we can overcome some of the limitations inherent in making archival description conform to the demands of automation.

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# PRE-CONFERENCE WORKSHOPS FOR ANNUAL MEETING IN ATLANTA

You can start planning now to attend one of SAA's pre-conference workshops in Atlanta, September 26-28, 1988. The following is a list of the pre-conference workshops and seminars that are tentatively scheduled for the 1988 annual meeting. We are providing this information early so that everyone can begin to obtain the necessary approval and include the workshops in their budget for the coming year. The exact date and cost of individual workshops may change slightly, but the following should provide enough information for preliminary planning.

*Anyone interested in receiving application/registration forms for a specific workshop or seminar please take note:*

1. Write Jane Mohan at the SAA office. Enclose a self-addressed, stamped envelope with your name and the workshop or seminar you are interested in attending.
2. On the same day that annual meeting programs are mailed from the office we will also mail out all the application/registration forms that members have requested.
3. Admission to all workshops and seminars will then be on a first-come first-served basis.

This procedure should help to overcome time lags that inevitably result when annual meeting packets are distributed by bulk mail nationwide. This should, in turn, enable the SAA office to register workshop applicants as equitably as possible.

## PRECONFERENCE WORKSHOPS

### *"Archives: An Introduction"*

September 26, 27, 28

Fee: \$125.00

Enrollment limited to 30

Instructors: David Horn, Boston Edison Company, and Megan Floyd Denoyers, John F. Kennedy Library

An introductory workshop designed for those who have been assigned responsibility for archival or manuscript collections, but who have little or no previous training in archival work.

### *"Users and Use: Planning a Research Program for Archives"*

September 28

Fee: \$50.00

Enrollment limited to 20

Coordinators: Bruce Dearstyne, New York State Archives; Larry Dowler, Harvard University, and Paul Conway, Society of American Archivists

This will be SAA's featured advanced seminar for the 1988 annual meeting. Similar to the 1987 advanced seminar (on documentation strategies), it will engage participants in a discussion of the concept of user studies, a review of current literature, and a plan for research projects that can be designed and carried out in time to be reported on at the 1989 annual meeting in St. Louis.

### *"Planning and Implementing an In-House Preservation Program"*

September 26, 27

Fee: \$100.00

Enrollment limited to 25

Coordinator: Lisa Fox, SOLINET

This new workshop is designed to help participants develop successful strategies for obtaining the funding and staffing support necessary to establish an ongoing in-house preservation program. Instructors will suggest ways of assessing institutional preservation needs, proposing realistic solutions, developing priorities, and gaining the support of resource allocators.

### *"The Archival Hedge: Records Management & Micrographics"*

September 27, 28

Fee: \$110

Enrollment limited to 20

Instructor: Gregory S. Hunter, ITT Corporation

A knowledge of records management and micrographics can serve as an "archival hedge" against the destruction of permanently valuable records; against the deterioration of paper records; and against archival isolation within an institutional bureaucracy. This two-day workshop will introduce archivists to the basics of records management and micrographics and illustrate how these elements can become part of an archival program. The workshop will combine lecture, discussion and some hands-on work with micrographics equipment.

*"Oral History in the Archives: An Introduction"*

September 27, 28

Fee \$100

Enrollment limited to 25

Instructors: William J. Marshall, University of Kentucky; James E. Fogerty, Minnesota Historical Society

This two-day workshop introduces basic oral history techniques and procedures. It provides archivists with the basic knowledge to begin an oral history program as well as valuable insights into oral history methodology and problem areas for those who have fledgling or intermediate programs. Special emphasis will be placed upon legal issues relating to oral history, and videotaping oral interviews.

*"Collection Development Policies Seminar"*

September 27

Fee: \$50

Enrollment limited to 20

Instructor: Faye Phillips, Louisiana State University

Collecting policies should be a part of all archival and manuscripts programs. Through discussion and examination of a hypothetical case study, this one-day seminar is designed to help archivists who are responsible for acquisitions or collection development to formulate, write, implement, and evaluate collecting policies for their programs.

*"Image and Self-Projection: Women in Management"*

September 27

Fee: \$55.00

Enrollment limited to 50

Presenter: Lisa Ford, CareerTrack, Inc.

This is a one-day seminar for women professionals and managers sponsored by the Committee on the Status of Women in recognition of the 15th anniversary of its establishment. The seminar is designed to help women reach fuller management potential and will focus on such topics as communicating with greater impact, changing image-damaging behavior, building professional confidence, working more effectively with men and women as peers, subordinates and supervisors, and projecting an improved professional image.

*"Automated Techniques in Archives"*

September 26, 27

Fee: \$110

Enrollment limited to 20

Instructors: Leon J. Stout, Pennsylvania State University; Glen A. McAninch, Kentucky Department for Archives & Libraries; James C. Anderson, University of Louisville

This two-day workshop developed by SAA's Automated Records & Techniques Task Force will emphasize considerations in planning, implementing, and maintaining database management systems. It will also cover the integration with other automated applications and with other automated information systems, as well as their impact on providing reference service to archival materials. The workshop includes one full day of hands-on activity in a computer laboratory.

*"Introduction to General Diplomats"*

September 28

Fee: \$50.00

Enrollment limited to 20

Instructor: Luciana Duranti, University of British Columbia

This workshop will introduce archivists to the science of general diplomacy which had its origin in the need to distinguish an authentic document from a forgery. An important part of our European archival heritage, the science of diplomacy is seldom taught in graduate education programs in the U.S. or Canada. Using modern North American documents as examples, the instructor will introduce diplomacy as it is used in Europe--to identify, appraise and describe documents on the basis of their functional forms. This scientific approach can lead to a precise and uniform archival terminology and to more standardized appraisal and descriptive practices.

*Library Descriptive Standards:*

*An Introduction for Archivists"*

September 26-27

Fee \$100.00

Instructors: Avra Michelson, Smithsonian Institution; Edward Swanson, Minnesota Historical Society; and Richard Smiraglia, Columbia University

This two-day workshop will introduce participants to the *Anglo-American Cataloging Rules, 2d (AACR2)* and the *Library of Congress Subject Headings (LCSH)* and is for people who want to use these standards to integrate descriptions of archival and manuscript materials into library catalogs.

TENNESSEE ARCHIVISTS NEWSLETTER

The newsletter is an occasional publication of the Tennessee Archivists. Members of the Society and other interested persons are encouraged to submit brief articles, information on acquisitions, openings, publications, staff news, exhibits, special programs, and grant projects for inclusion in the newsletter. The editor appreciates and welcomes your comments and suggestions about the content and style of the newsletter. The deadline for the Spring issue is May 31, 1988.



Bill Sumners, Editor

Tennessee Archivists Newsletter

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-Job Announcement- continued from page 3-

by April 30, 1988. to Gary Hauk, Chair of Search Committee, Pitts Theology Library, Emory University, Atlanta, Georgia 30322.

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Bill Sumners, Editor

Tennessee Archivists Newsletter

E.C. Dargan Research Library

Sunday School Board, SBC

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