

SGA Newsletter

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Fall 2004

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Organizations around state celebrate Georgia Archives Week

submitted by Penny Cliff

Thirty-five activities in 16 Georgia counties promoted Georgia Archives Week this year. Commencing the celebration was the Proclamation Signing with Governor Sonny Perdue who officially proclaimed October 3-9, 2004 Georgia Archives Week.



Governor signs Archives Week Proclamation.

L-R: David Carmicheal, Kayla Barrett, Elizabeth Barr, Muriel McDowell-Jackson, Christine Wiseman, Marilyn Ellison, Terrell Slayton, Governor Sonny Perdue, Shari Jackson, Valerie Frey, Laura Botts, Arden Williams, and Sara Saunders. Photo: Kelli Musselman, Office of the Governor.

Society of Georgia Archivists' webmaster Pamela Coleman has posted a full description of the activities on the SGA website (www.soga.org/aw/2004/descriptions.html). A creative mix of programs, activities and displays brought a pleasant variety and

valuable publicity to the archives profession. Some events are ongoing throughout the fall. One such event is taking place in historic Savannah.

In conjunction with the Savannah City Hall Centennial, 1906-2006, the Library & Archives will offer its Savannah City Hall History Tour on four dates. A costumed guide, none other than Archivist Glenda Anderson, introduces the objects and stories of City Hall's First and Second Floors.

And the trivia question for the day is: What is the world's most popular soft drink? According to the World of Coca-Cola it is, that's right, Coke!

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Please note that address of the SGA Listerv has changed. The new address is: SGAList@soga.org

See GAW on page 8

SGA Newsletter

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Specifics Regarding the *SGA Newsletter*

The Society of Georgia Archivists is a nonprofit organization established to provide an effective means of communication and cooperation among all individuals employed in archives and manuscript repositories in the state; to promote the preservation and use of the manuscripts and archival resources of the state; to increase the knowledge of archival theories and practices; to encourage the publication of finding aids; and to cooperate with professionals in related disciplines.

The *SGA Newsletter* is issued four times a year. All subscriptions are for

the calendar year and are based on membership dues to the Society of Georgia Archivists.

Members of SGA and related associations are encouraged to send in announcements of jobs, workshops, conferences, or other information to share. Appropriate and newsworthy notices will be printed as space permits.

The *SGA Newsletter* invites advertisements for archival products and services as space permits and at the editor's discretion. Ads must be accompanied by a check made

payable to the Society of Georgia Archivists. Deadlines for submissions for articles and camera-ready advertisements are March 1st, June 1st, September 1st, and November 15th.

For article submission and advertisement information, please contact:

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Georgia News

SGA 2004 Annual Meeting: The Changing Face of Archives

The 35th Annual Meeting of the Society of Georgia Archivists will take place November 3-5, 2004, in Morrow at the Georgia Archives and Clayton College and State University. The theme for this year's meeting, "The Changing Face of Archives: Coping with Changes in Society," will focus on the changes in archives given the changes in our society post September 11. Sessions include a look at access vs. security issues given current changes in government regulations and a report on two institution's work with archival metadata systems. There will also be how-to sessions on exhibits, preservation and publishing finding aids in the electronic age.

Randall Jimerson, president of the Society of American Archivists, will give the keynote address. Tours of the Georgia Archives, the National Archives Southeast Region facility, and Spivey Hall at Clayton College and State University will be offered on Thursday afternoon. A pre-conference workshop, Practical Enclosures for Archival Collections, will be held on Wednesday, November 3 at the Georgia Archives. The workshop is designed to aid archives staff in choosing and constructing enclosures for a variety of record formats found in archival collections. This full day, hands-on workshop will focus on practical solutions for creating housings made from stable materials that meet preservation standards. For more information, please visit the Society of Georgia Archivists website, www.soga.org. ❖

2003 SGA Scholarship Auction Results

submitted by E. Gilbert Head

Thanks to all who helped make the 3rd annual SGA Scholarship Auction such a success.

The 2003 edition of the SGA auction was held in the avant-garde confines of the Red Gallery, holding down a corner of the Jen Library at the Savannah College of Art and Design. This was an interesting space for the auction, as we vended treasures in the midst of a video installation, and in a storefront setting which provided entertainment for passers-by. As in years gone by, the goods were eclectic, and the bidding occasionally spirited, as we again enriched our scholarship and awards programs.

At the end of the day, though, the bottom line was pretty impressive. This year, our 79 lots (nearly double last year's 40

See 2003 Auction on page 10

SGA Scholarship Auction

submitted by Valerie Frey

Bargain-hunters, take heart! The Society of Georgia Archivists Annual Meeting on November 4 & 5, 2004 brings with it the Fourth Annual Scholarship Auction.

This is the time to snatch up those perfect holiday presents for the people on your list (and for yourself.) Window shop the auction table in the lobby of the Georgia Archives anytime during the day on November 4. Bidding will take place between 6:00 to 8:00 pm during the reception.

Before the auction can take place, we must have things to sell. Please don't forget to bring an item or two with you to the annual meeting (or send it with a colleague if you are unable to attend). Items can be dropped off at the auction table in the lobby anytime on November 4th, but morning is preferred so more people will have a chance to view the items.

Whether your item is kitsch or sophisticated, all proceeds fund SGA scholarships. For more information, please visit <http://www.soga.org/am/2004/auction.html> or contact Valerie Frey at vfrey@sos.state.ga.us ❖



Jim Dandy, Official Sock Monkey of SGA

Georgia News

GA State/Auburn Avenue libraries receive grant to process nursing records

submitted by Pamela Hackbart-Dean and Elizabeth Flannigan

The National Historical Publications and Records Commission has awarded \$82,000 to Georgia State University Library Special Collections Department for the processing of the most extensive collections of Southern nursing association records in the nation. The project is a cooperative effort between Georgia State and the Auburn Avenue Research Library on African-American Culture and History.

More than 250 linear feet of the Georgia State Nurses Association, the South Carolina Nurses Association, the Maryland Nurses Association, the Kentucky Nurses Association and the Grady Nurses' Conclave papers dating from 1907 to 1991 are to be processed in a groundbreaking collaborative effort of two Atlanta repositories: Auburn Avenue Research Library on African American Culture and History and Georgia State University, the project sponsor. The eighteen-month project will arrange, describe, and make accessible to the public the nurses associations manuscript collections held at the two institutions. Bibliographic records will be created in a national database and a combined guide to the collections will be mounted on the World Wide Web. ❖



Winston E. Walker III

Winston Elkins Walker III, Records Coordinator/Archivist for Liberty County (GA), died October 7, 2004, at UAB Hospital in Birmingham. He was 57. Services were held on October 10, in Albertville, Alabama. Condolences may be sent to his father, Mr. Winston Walker, 511 East Main Street, Albertville, Alabama, 35950. Memorial donations may be made to Hospice of Marshall County, 8787 U.S. Highway 431, Albertville, Ala. 35950, to the American Cancer Society, or to the Leukemia Society.

A native Alabamian, Walker held a Masters Degree from Livingston State University (now University of West Alabama). After graduating in 1974, he worked in records and information management, archives, historic preservation, historical research and as a consultant.

Walker came to Georgia in 1995 to serve as the first archivist for Thomaston-Upson Archives. In 1999, he accepted a position

See Walker on page 12

Emory donation is world's largest private English language poetry library

submitted by Deb Hammacher

It took four tractor trailers to transport Raymond Danowski's collection of English language poetry to Emory University, but even those four trailers may not be enough to encompass the impact Danowski's gift will have on Emory and the scholarship of poetry in the years to come. The breadth and quality of the collection are breathtaking. Highlights include the rare first printing of Walt Whitman's "Leaves of Grass" (1855); T.S. Eliot's "Prufrock and Other Observations" (1917), inscribed

to "Miss Emily Hale" by the author; W.H. Auden's first collection of poems, privately printed; Allen Ginsberg's second book, "Siesta in Xbalba," printed on a mimeograph machine on a ship near Icy Cape, Alaska.

The collection, considered the largest ever built by a private collector, comprises some 60,000 books as well as tens of thousands of periodicals, manuscripts, correspondence and other materials, and makes the university one of the world's most renowned destinations for the study of contemporary English-language poetry, according to Stephen Ennis,

See Georgia News on page 10

Calendar of Events

Exhibitions

August 15 - December 5, 2004 - **Introductions: Marcus Kenney, Patrick Theatre Lobby, Columbus Museum, Columbus, GA,** www.columbusmuseum.com

September 25, 2004 - January 2, 2005 - **From Apache to Zuni: Native American Objects from the Lowe Art Museum, Telfair Museum of Art, Savannah, GA,** www.telfair.org

December 18, 2004 - March 20, 2005 - **Shaping a Collection: Recent Decorative Arts Acquisitions, Georgia Museum of Art, University of Georgia, Athens, GA,** www.uga.edu/gamuseum

Events and Tours

October 20, 2004, **Women Crusaders in Higher Education, the Professions and Politics in the Early 20th Century, Rhodes Hall, Atlanta, GA,** 404.885.7800 for more information

November 10, 2004, **Will Fellows A Passion to Preserve: Gay Men as Keepers of Culture Book Signing and Reception, Rhodes Hall, Atlanta, GA**

November 20 - 21, 2004, **Pottery Sale: Annual Holiday Pottery Sale, Callanwolde Fine Arts Center, Atlanta, GA,** 404.874.9351 for more information



Calendar of Events

is submitted by Wesley Chenault. He can be reached at wchenault@atlantahistorycenter.com Call ahead to confirm dates, times, and fees.

Call for Papers

The International Council on Archives/Section on University and Research Institution Archives (ICA/SUV) is seeking proposals for papers for its 2005 Annual Meeting which will take place at Michigan State University, September 06-09, 2005. The deadline for proposals is January 31, 2005. For more information, see www.archives.msu.edu/icasuv ❖



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Institutional Profile

Kennesaw State University Archives & Records Management

Library 218-222, Bldg.#17
1000 Chastain Road
Kennesaw, GA 30144-5591
770-423-6289

After more than forty years of making history, Kennesaw State University finally has a department to take charge of preserving and making that history available to the community.

Founded in February of 2004, the Kennesaw State University Archives is a centralized repository for records of all types documenting the organizational and cultural history of the institution. In April, the Archives was established on the second floor of the library. By August, over 100 record boxes of permanent records from the President's Office



Institutional Profile

is submitted by Mandi D. Johnson. She can be reached at mjohnson@georgiahistory.com

were transferred to the Archives. The staff, consisting of one professional archivist and a student assistant, has been busy processing materials and preparing for the Grand Opening, which took place on October 4, 2004 .

Kennesaw State University has seen tremendous changes since 1963, when the Board of Regents founded Kennesaw Junior College. From an initial enrollment of just over 1,000 students and a campus that opened with just three buildings, the

See Institutional Profile on page 12

Membership Spotlight

NAME: Christine de Catanzaro

INSTITUTION: Special Collections
Department GA State University Library

SGA MEMBER SINCE: 1997

VITAE: B.A., Modern History, University of Toronto; M.A., Ph.D., Music History, University of North Carolina (Chapel Hill); C.A., Academy of Certified Archivists



JOB DESCRIPTION: I process a variety of collections in several curatorial areas in Special Collections, including the Southern Labor Archives, the Women's Collections, and Popular Music. I recently served as Director of the Johnny Mercer Project, working with our Popular Music Archivist to update the Mercer song database and to expand Georgia State's already extensive holdings of music and recordings by this famous native son.

MOST ENJOYABLE ASPECT OF YOUR JOB: I enjoy

the variety of my job, my colleagues in Special Collections, and the constant opportunity to challenge myself with new experiences. Thanks to the people I work with, in the seven years I've been in Special Collections I still learn something new every day about some aspect of archival work.

FAVORITE PASTIME: Gardening, baseball (watching, not playing), traveling with my family.

COMMENTS ON WORK OR PROFESSION: I believe that the archival world is heading in exciting new directions by enriching online access to collections and by exploring new opportunities for outreach. As a career changer (in my former life I was a music historian and teacher), I'm glad to be a part of this growing and changing profession. ❖

Membership Spotlight is submitted by Sheila McAlister. She can be reached at mcalists@libris.libs.uga.edu

Preservation News

FEASIBILITY STUDY OF PROVIDING ONLINE ACCESS TO MICROFILMED NEWSPAPERS

The California Preservation Program has been coordinating a project to study the feasibility of creating online access to California historical newspapers by digitizing old preservation microfilm. The group used film of one of California's oldest newspapers *Alta California* to compare the strengths and limitations of various search and retrieval software products, to analyze benefits and costs of digital content management service vendors and commercial subscription products, and to estimate production requirements and costs to create a database of historical newspapers. Results of the study are online at the project website, <http://cpc.stanford.edu/cndp/>.

PROCEEDINGS OF SOUND SAVINGS: PRESERVING AUDIO COLLECTIONS CONFERENCE

In July 2003, a three day symposium on audio preservation was held in Austin Texas by the University of Texas at Austin, the Library of Congress conference the National Recording Preservation Board, and the Association of Research Libraries. The session featured presentations by experts in audio preservation on topics ranging from assessing preservation needs of audio collections to creating, preserving, and making available digitally reformatted audio recordings. Many of the presentation papers are available on the ARL website at <http://www.arl.org/preserv/>.

NEW PUBLICATIONS

Prevention and Recovery from a Mold Outbreak

The Canadian Conservation Institute (CCI) has published Technical Bulletin #26, *Mould Prevention and Collection Recovery: Guidelines for Heritage Collections*, by Sherry Guild and Maureen MacDonald. The 34 pages cover the nature of mold, prevention techniques, and dealing with an outbreak. Includes specific information on mold removal on all types of artifacts (books, paper, artifacts in boxes, parchment or vellum, photographs, magnetic media, film, art on paper,



Preservation News

is submitted by Tina Mason. She can be reached at tmason@solinet.net

paintings, textiles, baskets, leather, wood, bone, glass, ceramics, metal, rubber and plastic), next steps after cleaning, health risks, and personal protective equipment. Supply and web resources are listed in the bulletin. The bulletin sells for \$20 and is available on CCI's website: <https://www.cci-icc.gc.ca/bookstore/index-e.cfm>.

Protecting Collections while Under Construction

SOLINET announces the online publication of *Under Construction: Preservation and Collections Care Issues during Building Projects and Renovations*, the proceedings from a SOLINET Preservation Conference held May 30, 2003, in Atlanta, GA. The six papers, plus an introduction, provide practical information from library administrators and preservation professionals. The papers address preservation issues in planning, design, construction, moving collections and disaster preparedness. The printable PDF proceedings are listed in the "Preservation Publications: Collections Care" section of the Preservation & Access web pages: www.solinet.net/preservation/construction.

Preservation Education Directory

The 8th edition of *Preservation Education Directory*, edited by Christine Wiseman and Julie Arnott, is now available on the American Library Association (ALA) website. Published by the Association for Library Collections and Technical Services Division of ALA, the directory lists graduate preservation and conservation programs, preservation courses at library schools, and opportunities for continuing education in preservation. Programs and courses are indexed geographically by state/province. It can be found by searching for "preservation education directory" on the ALA website: www.ala.org ❖

GAW from page 6

The history of Coca-Cola is traced in photographs, artifacts, and advertising which showcase the history of Coca-Cola from its invention in 1886 to the present day. A \$2 coupon off regular admission can be downloaded from the SGA website.

How many of us were girl scouts? Our profession is now honored with the design of an archiving badge from the Girls Scout First Headquarters in Savannah. Girl Scouts can earn the badge by doing a variety of historical research and learning basic archiving techniques.

Some organizations promoted GAW with historical thematic displays, special speakers, and

even creating coloring books. The Fitzgerald Cotton Mill History Exhibition presented a special exhibition of Fitzgerald Cotton Mill history and had available a coloring/activity book depicting aspects of Fitzgerald's history, objects-identification, coloring, word matches, and complete with a maze for travel to Fitzgerald in the late 1800s.

Other organizations focused on how to trace ancestors or how to take care of family treasures. Throughout October the DeKalb History Center has a timely national touring exhibit, "Looking at Lincoln: Political Cartoons from the Civil War."

From "Naming your Neighbor" Photograph Display (Lumpkin

County) to a speaker focusing on "What Tombstones Tell Us: How to Read the Footnotes" (Athens-Clarke County Library), GAW was well represented.

Georgia Archives Week 2004 committee members represented a variety of organizations across the state; the chairs were Shari Jackson of The Coca-Cola Company and Laura Botts of Georgia State University Library. Financial sponsors were: The Coca-Cola Company, Georgia Archives, Georgia Historical Records Advisory Board, Georgia Library Association, Georgia Records Association, and Lowe's Home Improvement Warehouse. We thank these organizations for their support. ❖

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Washington Beat

ARCHIVIST OF THE UNITED STATES NOMINATION: On July 22, 2004 the Senate governmental Affairs Committee held hearings on the nomination of historian Allen Weinstein as the next Archivist of the United States. No archival or historical organizations were allowed to testify at the hearings, although they were allowed to provide written testimony that will be made part of the record. The Society of American Archivists again noted the irregularity of the process by which Weinstein was nominated, while noting that this did not affect the qualifications of the nominee. Because of these irregularities, SAA decided it would not endorse or oppose the nomination. The Council of State Historical Records Coordinators did endorse Weinstein's nomination. In his testimony, Weinstein indicated that he would defend President Bush's Executive Order on access to presidential records, even though he personally disagreed with portions of it. A major disclosure during the hearing came from Senator Carl Levin of Michigan, who introduced a letter from John Carlin stating he had been asked to resign by the Bush administration, had been given no reason for the request, and who requested to continue serving as Archivist until January 2005 in order to finish some initiatives he had started during his tenure. Senator Levin wants the Committee to ask for an explanation of Carlin's ouster from the White House.

DRAFT REPORT BY ELECTRONIC RECORDS POLICY WORKING GROUP (DRPWG): The report, released in June, identified four obstacles to effective records management in the federal government: records/information not managed as agency business assets; records management not seen as critical to agency mission; marginal support for records management resulting in lack of training, tools, and guidance for agency staff; and records management and information technology poorly integrated within agencies. Among the remedies suggested are increased user training, having records management as a cross-cutting layer rather than a distinct sub-function, and new toolkits.

NATIONAL ARCHIVES SNIPPITS: the National Archives (NARA) has revised regulations on access to material containing restricted information (see the *Federal Register*, Volume 69, Number 125, June 30, 2004, pages 39324-39331) ... named David E. Alsbrook, former Director of the Bush Presidential Library, Director of the Clinton Presidential Library ... has released 240,000 pages of documents concerning Allied intelligence and the Holocaust ... has released approximately 20,000 pages of telephone conversation transcripts of Henry Kissinger, dated between



Washington Beat

is submitted by Jim Cross.
He can be reached at
jcross@clemsun.edu

January 21, 1969 and August 8, 1974, as well as 7,600 pages from other files in the Nixon Papers ... has made World War II enlistment records available online and initiated a new online ordering service for copies of Federal pension application files, census schedules, and Federal Land entry files ... has signed an agreement to preserve the personnel files of every military member since 1885, and provide public access to the records 62 years after official discharge or separation ... began moving the Clinton papers to the Clinton Library on July 6, 2004 ... will open thousands of records at the Clinton Library earlier than required by law on November 18, 2004.

OTHER ARCHIVAL SNIPPITS: a July 15, 2004 House Appropriations subcommittee report recommends only \$3 million for NHPRC, a 70% cut from last fiscal year's budget ... recently the Library of Congress added the following new digital collections: a scrapbook kept by Lewis Carroll from 1855-1872 which is full-text searchable, selections from the Nazi Manuscript Collection (Nazi is the only pictographic living language), and 21 veterans' collections concerning D-Day. ❖

2003 Auction *from page 3*

offerings!) of treasure netted nearly \$1200.00, an amount sweetened by unknown benefactors to a somewhat more regal \$1400.00. This was due to the steely-eyed bidding acumen and open pocketbooks of 43 dedicated bargain-hunters, and was fruitful enough to suggest that we might tempt fate a 4th time at the 2004 SGA Annual Meeting, this November in Morrow.....

As is ever the case, there are again many helpful hands and hearts to thank. To Sara Saunders, many thanks for logistical on-site help; likewise to the rest of the Local Arrangements folks for smoothing the way as we shifted from the Coastal Georgia Center to the Red Gallery

At the center of the auction, the generosity of donors has once more made this all possible. Thanks yet again to our friends at Metal Edge, the Georgia Historical Society, Jim Payne and our friends at Big City Bread in Athens, our hosts at the Coastal Georgia Center and SCAD, Myron House (for the sports memorabilia), Chuck Barber and Jill Severn (for the period art and nouveau-chic fashions), Susan Broome (for the myriad art and furnishing details, especially the 3 monkeys), Valerie Frey (for the cookie construction kit), Laura Botts (for yet again raising the aesthetic bar with her eclectic contributions), to Laura Carter (for her Librarian Action

Figure), and to her husband Charles Carter for his exceptionally generous donation of 19th century U.S. type coins, to the Athens Historical Society, and to Linda Davis, for her continuing willingness to give her sock monkey young'uns up for adoption to good homes. And to the rest of you who gave so generously of your treasures, thank you for your continued willingness to support our worthy programs.

To our bidders, including winners Susan Broome, Laura Carter, Wesley Chenault, Joan Clemens, Penny Cliff, Jim Cross, Linda Davis, Bob Henderson, Susan Dick Hoffius, Caroline Hopkinson, Myron House, Muriel Jackson, Karen Jefferson, Mandi Johnson, Tina Mason, Sheila McAlister, Mary McKay, Mary Miller, Hilary Morrish, Carl Prescott, Sara Saunders, Jill Severn, Taronda Spencer, David Stanhope, Jill Sweikowski, Roy & Nancy Watkins, Christine Wiseman, Tammy Wyatt, Jim Yancey, and to the rest of you who did your part by helping to drive the bidding up, again, thank you.

Finally, the folks behind the scenes. Everyone who helped in whatever way can take credit for their part, but especial thanks go out to Sheila McAlister for essaying (yet again) the thankless chores of Registrar and Special Assistant Schlepper, and to the Dynamic Duo, Mary McKay and Jill Severn, who kept things moving along as the curfew drew inexorably nigh, and kept my

voice from melting down, thanks for your myriad good works.

We begin anew in Morrow in November. We hope you will be a part of the new history we make there. ❖

Georgia News *from page 4*

director of special collections at Emory. Already nationally recognized for its literary archives, the Robert W. Woodruff Library's special collections now takes its place as "one of the major literary archives in the English speaking world," says National Endowment of the Arts Chairman and poet Dana Gioia, who gave a poetry recitation at a recent event celebrating the gift.

A retired London art dealer who now resides in South Africa, Danowski began his efforts in the 1970s. By the early '90s, Danowski's collection was so massive that selling it whole would be impossible; no single buyer could pay what it was worth. He would either have to break it up or essentially give it away. Once he learned the kind of home Emory would provide for the collection, Danowski chose the second option. He wanted the materials to be shared within the world of literary scholarship. And that's what Emory can deliver. "Whole chapters of the literary history of our time will be written here at Emory," Ennis said. "This gift makes Emory a true destination for literary scholarship." ❖

Employment Opportunities

DIRECTOR OF LIBRARY & ARCHIVES GEORGIA HISTORICAL SOCIETY SAVANNAH, GA

The Library and Archives of the Georgia Historical Society holds an unparalleled collection of material related to Georgia history. Each year, these manuscripts, books, maps, newspapers, photographs, architectural drawings, portraits, and artifacts draw thousands from around the world to Hodgson Hall (built in 1875), the Society's headquarters.

Position Summary

The role of the Director is to lead, plan, manage, and oversee a private library collection and archives and to ensure high-quality library services to patrons. The Director works closely with the GHS Executive Director to ensure that library and archives work is in keeping with the goals and objectives of the organization. This position directly supervises a Reference Coordinator, a Manuscripts Archivist, and a Visual Materials Archivist, and works closely with consultants including a cataloguer and appraisers.

Education/Experience

A Master's Degree in Library Science from an accredited college or university. Degree with archival concentration or component is preferred. Five to ten years of progressively responsible library administration experience including at least four years in a supervisory capacity and five years in the supervision of a major department in a large library or as a director of a smaller library. Education and

experience with archival collections is highly preferred. Experience working in a historical society or special collections library is preferred.

Salary and Benefits

Competitive annual full-time salary. The Society offers a comprehensive benefits package that includes health, dental, and disability insurance and three weeks vacation.

For more information, please see full job description at www.georgiahistory.com/career.htm

To Apply

Send cover letter, resume, and confidential salary history to: Director of Library & Archives Search Georgia Historical Society
501 Whitaker Street
Savannah, GA 31401
Fax: (912) 651-2831
Email: lgculler@georgiahistory.com
No phone calls please. ❖

PROJECT ARCHIVIST, PAUL D. COVERDELL U. S. SENATE PAPERS, SPECIAL COLLECTIONS, GEORGIA COLLEGE & STATE UNIVERSITY LIBRARY, MILLEDGEVILLE, GA

Georgia College & State University is the designated public liberal arts university for the state of Georgia. The Library houses the Flannery O'Connor Collection, University Archives, the Coverdell Georgia Senate Papers, the Coverdell U. S. Peace Corps Papers and other Special Collections.

Position Description

Arranges and describes the Coverdell

U.S. Senate Papers; prepares finding aids; prepares catalog records for national bibliographic database; prepares promotional materials; performs preservation care; participates in reference service.

Qualifications

Graduate degree in information/library science, history, or related discipline; significant education in archival practice and administration; 2+ years experience in archival work; excellent written/oral communication and interpersonal skills. Preferred: experience with 20th century materials, especially congressional collections; knowledge of 20th century American political history; MARC cataloging ; ACA certification.

Rank and Salary

Two-year, full-time, temporary position with possibility of one year extension. Faculty rank dependent upon qualifications. Beginning salary \$37,000. Standard benefits package includes life, health and disability insurance, tuition remission, and participation in state Teacher's Retirement System or optional retirement system, 21 days vacation, 12 holidays, and 12 days sick leave.

Application Procedure

Deadline is 10 November 2004 or until position is filled. Submit letter of application, vita, copy of transcripts, names, addresses, telephone numbers, and e-mail addresses of 3 references to:

Nancy Davis Bray, Chair, Project Archivist Search Committee
GC&SU Library, Campus Box 043
Milledgeville, GA 31061 ❖

Walker *from page 4*

as Coordinator of the newly established Liberty County Records Center in Hinesville. Previously, he had worked as Records Coordinator for the Boeing Company's Space and Defense Division in Huntsville, AL (1985-1994); US Army Missile Command, Huntsville, AL (1983-84); Alabama Department of Archives and History (1975-1983); and Marshall County Alabama Records Manager/Archivist/Historian (1974-1975).

Among his numerous professional activities, Walker was a past president of the Georgia Records Association, the Huntsville-North Alabama Chapter of the Association of Records Managers and Administrators (ARMA), and the Society of Alabama Archivists. He served as Regional Legislative Liaison for ARMA; and on the boards of the Alabama Historical Association, the Alabama Newspaper Preservation Consortium, and the Alabama Judicial System Records Retention Committee. He also served on the Georgia

Heritage Celebration Committee, the First City Club Heritage Committee, and chaired the Lions Club of Georgia Liberty Day Celebration. An active member of SGA, Walker was a program speaker at the 2002 annual meeting and was elected to the nominating committee in 2003.

Walker received numerous honors for outstanding service, including the Georgia Historical Records Advisory Board Award of Excellence and the Georgia Records Association Board of Directors Program Award. ❖

Institutional Profile *from page 6*

University is bursting at the seams with close to 17,000 students and over 35 buildings. Faculty and staff who have watched KSU blossom into nationally recognized university are proud of its achievements and have a keen interest in preserving its history.

The University Archives has a wide variety of materials

pertaining to the history, growth, and development of Kennesaw State University. Examples of the materials include KSU memorabilia, photographs, video tapes, annual reports, and student publications including the newspaper and yearbook.

The Department of Archives also is responsible for records management on campus. Recognizing that the two functions are separate yet closely interrelated, the administration decided to combine the functions into one department. The Archives advises staff on records retention, conducts surveys, and acts as liaison between the off-site storage vendor and the University.

The KSU Archives celebrated Georgia Archives Week 2004 as part of its opening festivities. The Archives is open 9am-5pm, Monday- Friday and welcomes visitors. For more information, please see the website: <http://www.kennesaw.edu/archives>. ❖



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