JOB OPENING

The Labor-Management Documentation Center of the New York School of Industrial and Labor Relations at Cornell University, Ithaca, New York 14850 has listed a one year job for an assistant archivist starting in September. The salary is $8,850 plus "liberal fringe benefits." There is a possibility that the grant which funds the position will be extended for two more years and there is also the possibility of a permanent position in the future.

In addition to the duties listed below, the Center is looking for a "career archivist whose primary interest is in technical processes." The individual hired would work closely with the associate archivist and would receive a good deal of training based on their new processing manual which has just been completed by the associate archivist.

Actual archival experience is desirable but sufficient training or experience to qualify for a beginning position is acceptable. A graduate degree in American history or in industrial and labor history is required.

"Duties: The Assistant Archivist will work as a staff member in the Labor-Management Documentation Center as the professional primarily responsible for the organization, description, preservation, and servicing of the Railroad Industrial Relations Project records. In addition to these duties, the Assistant Archivist will be expected to aid in the continued collection of documentation; the creation of oral histories; the planning of the development of the collections, and in the editing of guides and other descriptive materials related to the records.

"Administrative duties will include supervision of student assistants and other employees that are provided as well as the creation of accession documentation relative to the collections.

"In addition to the responsibilities connected with the RIRP collections, the Assistant Archivist will assume the normal responsibilities and privileges of a professional staff member of the Center, the Library, and the School."

Anyone interested should forward a resume with a request for an application to Richard Strassberg, Associate Archivist, at the above address. The University is an Equal Opportunity Employer (M/F)

PUBLICATION NOTES

Frances G. Stiagai's Invisible Medium: The State of the Art of Microfilm: The Guide to the Literature has just been published. It describes many types of microforms, their uses and drawbacks. An annotated bibliography is included. Write American Society for Information Science, Suite 804, 1140 Connecticut Ave., NW, Washington, D.C. 20036. Cost is $3.50.

The Congressional Record, Mar. 19, 1973, pp. S5055-56, contains the text of a bill introduced by Senator Brooke (Rep-Mass) to establish a National Historic Records Commission.

The National Union Catalog of Manuscript Collections, 1971, was published in April. It describes 2,044 collections in 151 repositories and is indexed for 1970-71. Write Card Division, Library of Congress. Cost is $50. The next volume will appear this winter.

If you don't yet have a subscription to Prologue, The Journal of the National Archives we highly recommend that you get one. Prologue is well-written, professionally edited and contains a wealth of information for archivists. In addition to the usual news notes, reviews, accessions lists, and other standard items, each issue includes three or four scholarly articles based upon holding the National Archives. Cost: $5.00 per year (four issues). Send your check (payable to National Archives Trust Fund) to Cashier, National Archives, Washington, D.C. 20408.

The Wayne State University Archives has published a timely and useful pamphlet entitled Managing Inactive Records. Although the publication was written expressly for Wayne State personnel it nonetheless has utility for the profession as a whole. Many of the procedures practiced at Wayne State may be applied to most college and university archives. The pamphlet is divided into five sections: 1) The University Archives Records Management Program 2) Selecting Records for Transfer to the Archives 3) Preparing Records for Shipment 4) Documenting the Transfer and 5) Obtaining Reference Service. This publication is listed as "Records Management Handbook #1" indicating that it is the first in a series. We look forward to subsequent issues. For further information write: Dr. Philip Mason, Wayne State University Archives, Detroit, Michigan 48202.

The New Archivist reports that copies of the report on Administration of the Freedom Information Act are available from the House Documents Room, Washington, D.C. 20005.