

## NCIP begins "Preservation Basics" series

The National Cooperative Information Project (NCIP), a group of preservation professionals which includes Merrily Smith, Margaret Child, Tom Claeson, Lisa Fox, Karen Garlick, Karen Motylewski, and Jill Rawnsley, has published the first number in its "Preservation Basics" series. Titled *Preservation of Scrapbooks and Albums*, it is a four-page leaflet containing

practical advice on how to care for these very challenging materials. The leaflet is in the public domain and may be copied freely, so librarians and archivists should find it an inexpensive educational tool for patrons. The second publication planned for the series will be on preservation of photographs.

Single copies of *Preservation of Scrapbooks and Albums* are available free of charge from a number of sources, including the Preservation Field Services Office, SOLINET, 1438 West Peachtree St. N. W., Suite 200, Atlanta, GA 30309-2955; 1 (800) 999-8558.

## Medievalists produce two preservation documents

The Committee on Library Preservation of the Medieval Academy of America announced the availability of two preservation documents. The first, *Preserving Libraries for Medieval Studies: working papers from the colloquium at the University of Notre Dame, March 25-26, 1990* (South Bend, Ind.: University Libraries, University of Notre Dame, 1991), covers a number of issues including defining medieval studies materials and organizing medievalists and librarians for preservation action. The second, *Preservation Information and Resource Packet*, is a collection of items designed to encourage preservation microfilming of medieval studies research materials. Free copies of both documents are available from the Medieval Academy, 1430 Massachusetts Avenue, Cambridge, MA 02138.

## RLG publishes handbook for preservation microfilming

The Research Libraries Group (RLG) has pub-

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lished *RLG Preservation Microfilming Handbook*, a 204-page manual for institutions engaged in preservation microfilming. It contains very detailed information on all aspects of the microfilming process, from prefilming to inspecting the final product. This new handbook supersedes the 1986 *RLG Preservation Manual*.

Copies are available for \$75, plus sales tax (if appli-

cable) and \$5 shipping, from Distribution Services Center, The Research Libraries Group, Inc., 1200 Villa Street, Mountain View, CA 94041-1100; e-mail: BL.DSC@RLG.BITNET or BL.DSC@RLG.STANFORD.EDU; or fax (415) 964-0943. No phone orders please.

## SAA plans management training program

The Society of American Archivists (SAA) has received a three-year grant from the National Endowment for the Humanities to create a preservation management training program. The program will consist of 18 days of training divided into three six-day workshops and be offered in four different regions of the country between 1992 and 1994. The three-part design allows participants to complete outside assignments and to integrate their experiences at the workshops with their work in an archives. By the end of the final workshop, participants should have begun to develop preservation programs and five-year preservation plans for their institutions.

Cost for tuition, room, some meals, plus instructional materials is \$750. Participation is limited to 15 applicants per region. Applications are available from Evelyn Frangakis, Society of American Archivists, 600 South Federal, Suite 504, Chicago, IL 60605; (312) 922-0140. ■

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