
ARSC BULLETIN NUMBER 25, PART 1 (1992)

Holly Mockovak, Secretary

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February 1992

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February 1992

(Includes Board Members and Committee Chairpersons)

Standing Committees

(Chairpersons are voting members of the Executive Committee but not of the Board of Directors)

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Harry Butler, President

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(vacant, to be elected in 1992)

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Dr. Lawrence Auspos
Harold M. Barnes
Richard L. Benson
David Budd
A. N. Campbell, Jr.
David R. Elliott
Francis Goelet
Edwin G. Goldstein, M.D.
Dr. Joseph Greene
David Hall
Lewis Morris Hall
David Hamilton

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PUBLICITY

Tim Brooks, Chair
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Walter R. Keevil
Richard Kummins
John Wallace Lambert
Richard I. Markow
Donald E. McCormick
Calvert E. Norland
Barbara Sawka
Ted P. Sheldon
Roger Snape
Patricia Turner
Wagner Society of New York, Inc.
Robert Van Walleghem

ARSC BOARD OF DIRECTORS MEETING

National Archives Conference Center, October 26, 1991

Present: Barbara Sawka, President; Don McCormick, Immediate Past President and Chair, Associated Audio Archives; Martin A. Silver, First Vice-President and President-Elect; Brenda Nelson-Strauss, Second Vice-President, Program Chair, and Chair, Membership Committee; Manuel Morris, Treasurer; Holly E. Mockovak, Secretary; Elwood A. McKee, Member-at-Large; Leslie Waffan, Member-at-Large; Phillip Rochlin, Executive Director; Jerome F. Weber, Publications Committee; Tim Brooks, *Directory* Editor, and Chair, Awards for Excellence and Publicity Committees; Suzanne Stover, Chair, Local Arrangements and Fair Practices Committees; David R. Hoehl, Washington Metropolitan Area Chapter President.

I. Call to order.

All seven Board members being in attendance, a quorum was present and the meeting was called to order at 9:25 a.m. by President Barbara Sawka.

II. Minutes.

The minutes of the last Board meeting (May 15, 1991, Atlanta) have been reviewed by Barbara Sawka and Mike Casey. Barbara Sawka asked for, and received, their provisional approval so that they may be included in the "Bulletin" section of the next issue of the *ARSC Journal*. Any corrections and a formal vote of approval will come first on the agenda at the next meeting.

III. President's Report: Barbara Sawka

Noting that all points in her report related directly to other committee reports, Barbara Sawka deferred further comment at that time.

IV. Executive Director's Report: Phillip Rochlin

A written report was submitted and appears in the following section of this *Bulletin*.

V. Treasurer's Report; Budget; Finance Committee Report: Manuel Morris, Elwood McKee

Manuel Morris has received written confirmation of ARSC's Federal tax exempt status from the Internal Revenue Service. His management of financial records will follow the reporting style of IRS Form 990 in order to ensure internal consistency and compliance with IRS code. After discussion of the current budget, the proposed 1992 budget, and the modification of some proposed budget lines, the Board unanimously approved the 1992 budget. Elwood McKee presented a report summarizing ARSC's financial policies, which was discussed at length and for which slight modifications were proposed. The written report from the Finance Committee, including the text of the revised financial policy statement, appears in the following section of this *Bulletin*. At the suggestion of Manuel Morris, it was resolved that a second Board member's signature be added to ARSC's official banking documentation. Les Waffan, Member-at-Large, agreed to become the second signer.

VI. *ARSC Journal* Editor's Report: Ted Sheldon

A written report was submitted and appears in the following section of this *Bulletin*.

VII. *Newsletter* Editor's Report: David Sommerfield

The Board expressed satisfaction with the changes in *Newsletter* format. No written report was received.

VIII. *ARSC Bulletin* Report

The next installment of the *ARSC Bulletin*, prepared by Secretary Mike Casey, is ready and will appear in Vol. 22, No. 2 (Fall 1991) of the *Journal*.

IX. *Membership Directory* Editor's Report: Tim Brooks

A written report was submitted and appears in the following section of this *Bulletin*.

X. Advertising Editor's Report: Chuck Haddix

Ted Sheldon relayed word that at least six pages of advertising are expected to run in the next issue of the *ARSC Journal*.

XI. Technical Committee Report: Bill Storm, Chair

A written report was received. The Board encouraged the committee's effort begun at its previous meeting in Atlanta to find ways to involve a broader range of the membership in committee activities.

XII. ARSC Chapter Reports.

David Hoehl, President, Washington Metropolitan Area, summarized a written report of his chapter's activities since the Atlanta meeting. No reports were received from the California Chapters.

XIII. IASA Report: Ted Sheldon

Ted Sheldon, who represented ARSC at last summer's IASA meeting in Sopron, Hungary, noted that digital signal preservation was a topic of discussion. Don McCormick, of ARSC's Associated Audio Archives Committee, will contribute to a project funded by UNESCO in which a multi-lingual glossary of audio-visual terms will be produced; other institutions cooperating in the project include IASA, FIAF, FIAT, and ICA.

XIV. Archives Committee Report: Barbara Sawka, Harold Heckendorn, Richard Markow

The ARSC membership approved by a wide margin the bylaws amendment which would permit eventual transfer of the ARSC Archives to the University of Maryland at College Park. Barbara Sawka will notify Bruce Wilson that ARSC is ready to proceed with the transfer, and she appointed Les Waffan to represent ARSC in working out the details of the transfer.

Harold Heckendorn supplied information on the number, origin, and location of the master tapes of ARSC conferences from 1980 through 1989; he recommended that ARSC negotiate with Conference Tape for their return to the ARSC Archive. The Board agreed that it is in best interests of the organization to acquire these masters and that negotiation should begin soon.

The Board considered a document from Richard Markow in which he proposed taking on the responsibility of duplicating and distributing conference tapes, and in which procedural guidelines were suggested. There was consensus approval of the plan in principle; Barbara Sawka will contact him and Elwood McKee will assist in working out details of the plan.

XV. Associated Audio Archives Committee Report: Don McCormick.

A written report was submitted and appears in the following section of this *Bulletin*.

XVI. Awards for Excellence Committee Report: Tim Brooks

A written report was submitted and appears in the following section of this *Bulletin*. In Section Four of that report, the Committee had proposed an addition to the text of its charter which required a vote by the Board. The proposed addition, as written, was passed by a unanimous vote.

XVII. Broadcast Collections Committee; Dealers Committee; Discographic Access Committee

No reports were received from these committees.

XVIII. Grants Committee Report: Richard Warren, Jr.

A written report was received in which it was noted that Henry Sapoznik has completed work on the ARSC-funded portion of his project and that a question from another grant recipient had been answered.

XIX. Publicity Committee Report: Tim Brooks

A written report was submitted and summarized.

XX. Fair Practices Committee Report: Suzanne Stover

A written report was submitted. Sara Velez has joined this committee.

XXI. Membership Committee Report: Brenda Nelson-Strauss

A written report summarizing current work on an exchange policy for advertising was submitted.

Elwood McKee had agreed to supply the committee with a list of dropped members, for their analysis.

Samples of the new ARSC brochure, produced by the committee, were distributed and received commendations for both its appearance and content.

XXII. Local Arrangements Report, 1991 Atlanta Conference: Chris Paton

Chris Paton alerted the Board to the hidden conference expense of including a ballot, candidates' biographical statements, and awards nominations information in the same packet as registration materials. The Board agreed that a separation of balloting and registration expenses is desirable and will work to establish an alternative in time for the 1993 elections.

XXIII. Second Vice-President's Report: Brenda Nelson-Strauss

A report on the status of the 1992 conference program was given by Brenda Nelson-Strauss, who noted that the program was not yet full and who distributed a list of topics received to date for the Board's information.

XXIV. Local Arrangements Committee Report, 1992 Rochester Conference: Suzanne Stover

A written report outlining tour, exhibit and reception information was submitted.

The conference hotel will be the East Avenue Inn and room rates will be \$53.00/single and \$59.00/double.

Since room reservations must be made directly through the hotel, it was suggested that space in the *Newsletter* could be given over to the names of ARSC members wishing to find a roommate.

XXV. Ad Hoc Committee on Recording Policy: Tim Brooks, Don McCormick

A detailed policy statement on recording practices at the annual conferences was prepared after discussions with the Board during the Atlanta conference. The statement, which appears in the following section of this *Bulletin*, was submitted to the Board for review and discussion; it was adopted as written by a unanimous vote.

XXVI. Conference Planning for 1993.

The Board has deferred planning for a joint conference with the Music Library Association until another year.

An invitation to host the conference was extended by Brenda Nelson-Strauss on behalf of the Chicago-area ARSC members. The Board accepted the invitation by unanimous vote.

XXVII. Old Business.

There was some discussion of specific issues relating to growth and retention of the membership. Barbara Sawka will continue to work on this with the Publicity and Membership Committees.

XXVIII. New Business.

Les Waffin distributed a list of publications by the Commission on Preservation and Access.

XXIX. Adjournment.

The meeting was adjourned at 4:40 p.m.

EXECUTIVE DIRECTOR'S REPORT

October 26, 1991

As this is my usual fall interim report, I will be very brief. Nevertheless, I cannot omit ARSC's usual thanks to our publications editors: Ted Sheldon and his staff who produce the *ARSC Journal*; David Sommerfield, our one-man *ARSC Newsletter* editor; and Tim Brooks, who produced our fine new 1991-1992 *ARSC Membership Directory*. In his spare time (!), Tim also organized and managed our first Annual ARSC Awards for Excellence in Historical Recorded Sound Research.

As always, Joan and Elwood McKee have provided us with current membership statistics. Now that Elwood is a member of the Board, he will summarize them himself in due course.

I want to take a few moments to summarize the reasons members give for resigning from ARSC. This year, when members actually sent a letter of resignation, I wrote back asking them to tell us why. Several responded, and I append a summary of the reasons given. It makes for interesting reading, and I hope the Board members will keep them in mind as we plan for the future.

Respectfully submitted, Phillip Rochlin

TREASURER'S REPORT

October 11, 1991

Statement of Income and Expense

	ARSC		AAA	ARSC +AAA	1991 Budget	1992 Budget
Carry-over balance	4165		2275	6440		
Loan from AAA(1)	-3000		3000	0		
Petty Cash	100			100		
Adjusted carry-over balance	1265	1265	5275	6540	6540	1000
Receipts						
Dues - current	21815				24000	21000
Dues - arrears/advanced(2)	374				3000	3000
Postage supplement(3)	612				550	500
Total dues	22801	22801		22801	*27550	*24500
Gifts/grants(4)		2471	10970	13441	2000	2000
Sales - pubs - back issues	497				500	500
Sales - pubs - other(5)	52				100	100
Total sales	549	549	1158	1708	*600	*600
Total receipts - conference		4437		4437	500	500
Total receipts - journal ads		1405		1405	1100	1400
Interest		571	234	805	800	800
Other receipts		1045		1045	2525	1000
Total - all receipts		33280	12362	45642	35075	30800
Total inc c/o		34545	17637	52182	41615	40800

	ARSC		AAA		ARSC +AAA	1991 Budget	1992 Budget
Expenses							
Conference		1574			1574	0	0
Publications - <i>Journal</i>	8579					15800	16800
Publications - <i>Newsletter</i>	1483					2500	2500
Publications - <i>Member Directory</i>	5028					5600	2200
Publications - Other	0					0	0
Total expense - publications	15271	15271	4149(7)		19420	*23900	*21500
Administration(6)		4171	850		5021	5500	4500
Grant awards		500			500	1500	1500
Committees - AAA(4)			7776			2000	6000(8)
Committees - Awards							500
Committees - Publicity							200
Committees - Bibliographic							100
Total expense - committees	1969	1969	*7776		9745	600	*6800
Total - all expense		23485	12775		36260	33500	32800
Unexpended balance		11060	4862		15922	8115	8000

(1) Loan repaid May 11, 1991.

(2) Dues: Past: \$305; Advanced: \$69.

(3) Redesignated label.

(4) Gifts: Sustaining members provided \$1630 in addition to their regular dues. Other contributions totaled \$841. AAA received grants totaling \$10970 plus \$1500 from ARSC for audio preservation seminars at Peabody Institute.

(5) Sales include *Membership Directory*: \$20, and *Cataloging Rules*: \$32.

(6) Administration expense covers all expenses not directly chargeable to specific programs or projects. See the accompanying breakdown.

(7) Publication of Pickett & Lemcoe.

(8) Includes restricted funds.

* Subtotal, so marked to avoid it being included twice in the overall totals. Discrepancies of \$1 in some totals result from rounding.

FINANCE COMMITTEE REPORT

October 23, 1991

Membership

1991 data herein are as of October 20, 1991.

There are 978 members of ARSC, as follows:

694 individual members in the U.S. (incl. 9 joint memberships)

153 institutional members in the U.S.

78 individual members abroad

37 institutional members abroad, totalling

962 dues paying members on the rolls on this date, plus

12 exchange institutions (3 abroad)

4 honorary members

Ten-Year Summary

	1982	1983	1984	1985	1986	1987	1988	1989	1990	1991
Individuals	638	661	732*	743	829	842	855	820	802	776
Institutions	195	201	176*	193	202	203	201	196	204	202
Totals	833	862	908*	936	1031	1045	1056	1016	1006	978
Mbrs Joined	87	101	*	107*	95	88	93	82	60	47
Mbrs Retained	*	*	*	*	75	45	61	63	58	47
Mbrs Dropped	53	101	*	79*	74	86	27	120	117	67
Mbrs Reinstated	*	*	*	*	*	*	18	25	43	13

*Precise data not available.

Of the 936 members as of 1985, 629 are still on the rolls; data from earlier years are not available.

Financial

Receipts entered to date (excluding Miscellaneous being reported by Treasurer and bank interest and conference registration fees—which are not handled by us.)

Dues and fees

Prior years dues paid	305	
1991 dues paid (not incl prepaids from 1990)	21,815	
Advance dues paid in 1991	69	
Foreign postage fee paid	612	
Total Dues & Fees Paid	22,801	(1)
Gifts	2,471	
Total Dues, Fees, and Gifts to ARSC	25,272	

(1) Includes current credits against accounts deleted due to resignations or undeliverable publications.

Charges Entered During 1991

Net charges as of closing 10/20/91		
Net back dues and charges owed as of 1/1/91	315	(16 members)
Net total 1991 dues charged to date	28,860	(962 members)
Surface postage charges addressees abroad	570	(114 members)
Airpost surcharge to addressees abroad	155	(31 members)
 Net Total Dues and Post Charges Entered	 29,900	
 Less prepaid dues and charges as of 12/31/90	 3,705	 (119 members)
Plus current post-1991 credits entered	180	(12 members)
Dues and charges owing at closing 4/30/91	3,439	(116 members)

11.5% of current charges remain unpaid. 12% of the members have not yet paid their assessed charges.

Note: This report does not reflect the transactions of the restricted-use ARSC/AAA account; see the Treasurer's report.

Respectfully submitted, Joan & Elwood McKee

FINANCIAL POLICIES STATEMENT

October 29, 1991

In view of ARSC's increasingly limited financial resources and the development of improved financial accounting and administrative procedures developed by the Treasurer over the past several months, ARSC general financial policies are hereby restated by the Board of Directors as follows:

Budget

The Board of Directors will adopt an operating budget for the following year during each Fall meeting of the Board. The budget shall provide for the necessary financial support to ARSC's operation, programs, and projects within the actual and projected availability of dues income. The current annual budget will be reviewed and revised as necessary at each of the semi-annual Board meetings. Whenever necessary the current budget may be amended by the Board by telephone or mail vote at the initiative of the ARSC President or when requested to do so by the Finance Committee Chairperson and the Treasurer acting together.

The budgets will be proposed by the Chair, Finance Committee in coordination with the Treasurer. Prior to each Fall budget cycle, the Chairperson of each active committee—and project directors acting in coordination with their respective parent committees—will submit in writing to the Finance Committee requests for budgetary allotments to meet the operating requirements of the committee and its special projects. Each committee and special project director shall submit written financial status reports with proposed pertinent budget revisions prior to each Board meeting or when requested by the ARSC President. Compliance with this policy shall be a condition of appointment.

Obligated Funds

The semi-annual issues of the *ARSC Journal*, the quarterly *ARSC Newsletter*, and the periodic *ARSC Membership Directory* are priority commitments to the membership. Funds budgeted for these publications shall be considered

obligated to those purposes until each publication issue has been distributed. Should unavoidable circumstances delay printing and mailing of any of these publications beyond one or more budget cycles, the budgeted funds shall continue to be obligated into the following cycle. Funds budgeted for these publications shall not be reallocated to other purposes without the agreement of the Board of Directors after consultation with the editors whose publications would be affected. Subject to this restriction, funds which become available as the result of cost savings in the production and mailing of the issues planned in any year shall revert to the general fund.

Restricted Funds

ARSC funds generated from non-dues sources for specific purposes, including, but not limited to, designated gifts, grants, matching funds, project participant assessments, and proceeds from sales of products of specific projects shall be restricted funds to be used only for the purposes for which designated. No temporary reallocation of these funds shall be made without consultation with the officer, committee chair, or project director responsible for the management of them and in no case when contrary to the spirit or letter of the original source of the funds.

Management of Funds

ARSC will continue to maintain a strict separation between the receipt and expenditure of funds, so that, other than the Treasurer, no member who is responsible for the receipt of funds shall have the authority to expend them. ARSC funds shall be expended only by the Treasurer or his designated agent (approved by the ARSC President) upon written, approved invoice, accounting, or request for advance. All members requesting payment shall comply with the procedures set by the Treasurer.

Subject to the conditions of gifts, grants, matching funds, or project participant assessments which require otherwise, the Treasurer is authorized to maintain all ARSC funds in a single Federally Insured bank account and to use normally accepted accounting procedures to designate unrestricted, obligated, and restricted fund balances. The expenses of maintaining such an account and any interest which may accrue from it shall be debited from or credited to the unrestricted association administration account.

Financial Reporting

The Treasurer with the assistance of the Finance Committee and the Executive Director shall continue to provide the ARSC President and the Board of Directors regular reports of the financial status and actual-to-budget status of the Association. The Treasurer shall also provide to the ARSC President copies of required Internal Revenue Service reports as filed, and it shall be the duty of the President or a designated Director to ensure that copies of such reports are submitted when scheduled.

ARSC Journal ANNUAL REPORT October, 1991

The *ARSC Journal* has been published during 1991 from editorial offices at the Miller Nichols Library, University of Missouri-Kansas City. The Managing Editor has been assisted by Assistant Editor Jared Smith, and by Patricia Payne, Administrative Assistant in the University Libraries. Processing is performed on MS-DOS 80386-25 MHz computer running Wordperfect V5.1 and Pagemaker V3.0. Printing, binding, wrapping and mailing of *Journal* issues takes place at the Lowell Press, Kansas City, Missouri.

Volume 22, No. 1 was published on schedule in May 1991, and Volume 22, No. 2 is about to go to press and will appear in the first week of December. Volume 22:1 was a 178 page issue, and 22:2 will be approximately 128 pages, making a volume year of 306 pages, or an equivalent of 486 pages in the "old" style. This amounts to a reduction of 62 pages for the volume year compared to Volume 21. This reduction has been occasioned by the necessity of remaining within budget.

I believe that the quality of material published in Volume 22 is again fairly solid, though concerns about both content and balance still need attention. Efforts have been made, and continue, to respond to issues raised by the recent review of the *ARSC Journal* conducted by the ARSC Publications Committee. And in the forthcoming issue, for the first time under the current editors, we will attempt to print photography. This raises costs, but in this instance photography appeared warranted by the nature of a submission on early Russian recording. Happily, the *ARSC Journal* continues to be published on schedule twice each year in accord with the wishes of the ARSC Board.

The Fall 1991 issue, Volume 22:2, will not include Tim Brooks' "Current Bibliography" owing to important commitments, but it will appear in the Spring 1992 issue and continuity will be maintained. Also, the Fall 1991 issue will contain the first listing of "Current Reissues Received," a new column whose purpose is two-fold: to inform readers about reissues of recordings, and to provide a greater opportunity to print reviews of important reissues. In addition, the issue contains book reviews and sound recording reviews. The issue ends with the *ARSC Bulletin*.

Currently, three articles are awaiting publication, and we continue to maintain a small backlog awaiting publication. And the turn-around between date of first submission and publication averages about eight months, quite a respectable

performance for a semi-annual journal. The editor very much needs to receive more submissions, especially discographies and articles on technical matters. We continue our efforts to improve the balance in each issue, but need more submissions to reach that goal.

Finances

The following costs have been incurred in the publications of the *ARSC Journal*, including the *ARSC Bulletin*. Costs chargeable in this fiscal year (1991) are associated with Volume 21:2 (December 1990), Volume 22:1 (May 1991), Volume 22:2 (November 1991), and with the operations of the editorial office through July 1, 1991. Asterisks mark figures that have not been paid yet.

Printing, binding, wrapping, mailing:	
Vol. 21:2 (160 pages)	6,856.56
Vol. 22:1 (184 pages)	8,464.95
Vol. 22:2 (est., 128 pages)	7,400.00
Postage (10/90-7/91)	547.95
Telephone (10/90-7/91)	259.59
Photocopy (10/90-7/91)	109.03
Total	23,638.08

Budget Request

For the fiscal year 1992 the Managing Editor requests \$16,800 for the production of two issues of the journal which will compose Volume 23. This request assumes that two issues of 160 pages each will be printed and mailed, and that the press run will continue to be 1,200 copies. The increase for this year is due to the new procedure whereby Lowell Press will proofread each issue for errors, supplementing the work of the editorial office staff.

Projected income for 1992:

ARSC	15,900.00
Univ. of Missouri	5,000.00
Subtotal	20,900.00
Expenses:	
Vol. 22:1	7,500.00
Vol. 22:2	7,500.00
Postage/photocopies/telephone	700.00
<i>Bulletin</i> expenses	200.00
Assistant Editor wages	5,000.00
Total	20,900.00

Respectfully submitted, Ted Sheldon, Managing Editor

MEMBERSHIP DIRECTORY REPORT

October 23, 1991

The 1991 *ARSC Membership Directory* was completed and mailed by the end of the summer, as promised. The excellent work of Jared Smith of UMKC in completing the formatting of my preliminary layout, and shepherding the book through printing, is gratefully acknowledged.

Our procedure of supplying each member with the entry that is on file for them prior to each new edition, and printing that entry if no changes are requested, has worked quite well. It is recommended that this procedure be continued.

As noted in my last report, I have asked to be relieved as *Directory* editor. Documentation of the production procedures and software I have developed has been provided to the President for the use of my successor. I am pleased to have been able, with the Board's support, to revive the *Directory*, and produce three editions. It is now time to let someone else make it even better.

Respectfully submitted, Tim Brooks

ASSOCIATED AUDIO ARCHIVES COMMITTEE REPORT

October 24, 1991

The AAA Committee met twice during the ARSC annual meeting in Atlanta, Georgia--on May 17 and May 19, 1991. All members were present at one or both of these meetings. The AAA Executive Committee and a quorum of the AAA RDI Subcommittee are scheduled to meet here in Washington tomorrow, October 27, 1991.

Elwood McKee submitted his resignation as Executive Secretary of the Committee at the May meeting. The Committee has not appointed another Executive Secretary, and the Chair has agreed to assume as much of the

prerequisite duties as possible until a newly funded project is initiated. The main topics of the May meetings were a publications program to be developed and sponsored by the Committee on behalf of ARSC, and the questionable future of the AAA Committee as it now stands. The first publication in the program (as already approved by the Board of Directors) is an ARSC reprint of *Preservation and Storage of Sound Recordings* by A.G. Pickett and M.M. Lemcoe. This publication has now been printed in a run of 500 copies by the *ARSC Journal* printer and is available as of this date for purchase. The Committee has agreed upon a price of \$20.00 (inclusive of U.S. Postage). There will be an ad for it in the forthcoming *ARSC Journal* issue, and the Advertising Manager will be negotiating ads for placement in other publications. By agreement with Publications Committee Chair, Jerry Weber, ARSC President, Barbara Sawka, and Executive Director, Phil Rochlin, the Executive Director will handle the orders and shipping of the reprint. ARSC Treasurer Manuel Morris will be maintaining a separate accounting for this publication and the previous *Audio Preservation: A Planning Study* the way Elwood McKee once did. The current Treasurer's report indicates this. Until the Committee has developed a final plan for handling all ARSC/AAA publications, Elwood McKee has agreed to continue handling the Planning Study. He has indicated that only a few copies of this latter title were sold since the May report.

The "Audio Preservation Transfer Technology" seminar discussed in my last report took place in Baltimore, Maryland, under Morgan Cundiff's direction as planned, in June. From all reports, it was a stunning success. Morgan is currently preparing a final report and financial accounting for the Committee and the ARSC President. As agreed upon, a video taping of the entire seminar was produced, and the finished tape(s) are now in production. They will be ARSC's property, and the Board and the AAA Committee must consider how this tape is to be disseminated and/or utilized.

The Rigler/Deutsch Record Index is now definitely slated for "mounting" into the national RLIN database. The Research Libraries Group has agreed to move forward with this and a tentative date of February, 1991, has been suggested. Per our original understanding, this will be at no cost to ARSC. The only drawback in negotiations to date has been their refusal to mount the Index as a separate data file. It will be added to the already existing REC file in RLIN. This matter will be discussed by the RDI Subcommittee tomorrow. Copies of the RDI tapes have been provided to Syracuse University and University of Missouri-Kansas City by agreement of the AAA Committee. Ted Sheldon will be reporting on Missouri's success in mounting it on another system which might make it available nationally through the INTERNET network.

AAA member Richard Warren has been proceeding with his work on two other potential ARSC/AAA publications. These two would have been chapters in a handbook or manual for sound recording archivists which the Committee had formerly planned—a project which was not developed. His monograph on "Storage of Sound Recordings" is in final draft, in preparation for submission to the entire Committee. It will most probably be the next publication to be offered to the ARSC Board for approval.

AAA member Garrett Bowles (also Discographic Access Committee Chair), is now preparing the final draft of Rules for the Archival Cataloging of Sound Recordings, second revised edition. It is hoped that this will be presented to the Committee and the Board for approval by the next Board meeting, as well.

With the approval of the Committee, Don McCormick has agreed to cooperate with a UNESCO funded project to produce a multi-lingual audio/visual glossary under the aegis of IASA, FIAF, FIAT, and ICA. AAA member Gerry Gibson is the director of this project since he is the President of IASA. Don McCormick's cooperation (involving the use of the existing Planning Study glossary and additional work and input) assures that ARSC/AAA will be credited with contributing to this important international effort.

ARSC/AAA has been a voting member of NISO for several years. In 1991, the dues structure for such voting membership was drastically revised. Chairman Don McCormick was successful in negotiating favorable terms for the AAA Committee to retain voting membership at an annual fee of \$300.00, which was approved by President Barbara Sawka.

AAA member Chris Ann Paton presented another Recorded Sound Roundtable session at the annual conference of the Society for American Archivists in Philadelphia last month. In addition, Committee members Barbara Sawka and Bill Storm participated in a panel on audio preservation during that conference.

The five RDI libraries plus Morgan Cundiff attended a special meeting in Syracuse last month. Syracuse University has been working on designing a stand-alone audio/visual database system which would integrate digitized audio and video, packaging information (visual and text), preservation documentation and information, and existing cataloging databases in a single system which could link many potential users through a network system such as INTERNET. The RDI institutions have approved the use of the RDI tapes by Syracuse in its current development. The special meeting ended on a note of great interest in this development by all the institutional participants who are now charged with pursuing their own institution's commitment to cooperating in the development of parts or all of such a system.

Bill Storm chaired another meeting of the Audio Engineering Society Subcommittee on Audio Preservation this

month in New York City. Five AAA members were present at that committee meeting. Significant progress was achieved toward further defining audio preservation system standards, some of which will now be presented to the Joint ANSI/AES Committee on Preservation Standards.

The Chair hopes to convene a full working meeting of the entire Committee at the next ARSC annual meeting in Rochester.

Respectfully submitted, Don McCormick

AWARDS FOR EXCELLENCE COMMITTEE REPORT

October 23, 1991

The selection and presentation of the first annual ARSC Awards for Excellence went smoothly. A great deal of time and effort was spent on both administration and judging, with the entire process taking from the early fall of 1990 until the Awards ceremony in May, 1991. It is hoped that his workload can be streamlined somewhat as we gain experience in running an awards program.

The Committee met during the Atlanta Conference and resolved, among other things, to begin the process of identifying first round candidates earlier in the qualifying year. In line with this decision a preliminary list of candidates is attached for your perusal. Board members and others are urged to suggest additional titles for consideration. The deadline is January 15, 1992. This must be strictly adhered to if winners are to be chosen in time for the earlier-than-usual 1992 Conference.

Other Committee decisions were as follows. (a) No expansion is recommended at this time in the types of works that are eligible (e.g., to include reprints, transfers, or activities other than publication). (b) Finalists for the Lifetime Achievement Award will no longer be announced, only the winner. (c) At the request of the chairman, at least two committee members will participate in tallying the judges' ballots to determine the winners.

Further, the Committee requests that the Board add the following wording to its charter (dated May 6, 1990) to allow it flexibility in coping with unusual situations, e.g., only one nominee in a category: ADD to Section VII, Paragraph 3: "In the case of a category with a single finalist, or other situation in which the forgoing voting procedure is impractical, the committee may determine an alternate method of choosing an Award recipient."

Canvassing is underway for 1992 candidates. A call for submissions has been placed in the Fall 1991 *ARSC Newsletter*, a press release is planned for November, and a letter soliciting submissions will be sent to more than 100 publishers and record labels in December. The assistance of the National Academy of Recording Arts and Sciences in supplying contact names for the labels list is acknowledged.

Respectfully submitted, Tim Brooks

POLICY ON RECORDING ANNUAL CONFERENCE

August 18, 1991

1. General Principles

a. As an organization dedicated to the preservation of recorded sound, it is the policy of ARSC to make, preserve and disseminate recordings of the proceedings of its own Annual Conference, according to the guidelines outlined here.

b. Such recordings are to be made in accordance with applicable law, policy of the host institution, and the wishes of speakers and panel members participating in the Conference.

2. Events to be Recorded

a. All papers, panels and other presentations

b. The Business Meeting

c. Presentation of the ARSC Awards for Excellence

d. Recording (audio or video) of purely social functions, including receptions and the banquet, is optional.

e. Board and Committee meetings at discretion of individual chairpersons.

3. Method of Recording

a. Sound recordings of all specified events.

b. If feasible and desirable, film or video recordings.

4. Restrictions on Recording

a. Written permission will be obtained from each speaker and panelist prior to recording presentations under Paragraph 2.a. It shall be the responsibility of the Program Chair to obtain these permissions in a timely manner and to monitor compliance with any conditions expressed by the speaker.

b. Each speaker may specify the conditions under which he or she shall be recorded, as follows:

(1) Unrestricted recording allowed by anyone.

(2) Official recording only, for deposit in ARSC archives and non-commercial distribution by ARSC.

(3) Official recording only for deposit in ARSC archives. No distribution permitted.

(4) No recording at all.

(5) Other restrictions as specified by speaker.

c. All recording, whether audio or video, shall be done in a non-obtrusive manner so as not to inconvenience either the speaker or the audience. This includes any recording from the floor, if permitted by the speaker, and recording at social functions. The Program Chair or the Chair's designate shall be responsible for monitoring compliance with this, as well as other matters of decorum in the Conference hall or other venue.

d. Copyright in all presentations, including rights to for-profit distribution, will remain with the presenter.

e. All recording arrangements will be subject to the policy of the host institution. The ARSC Program Chair will endeavor to obtain from the institution permission to record according to the alternatives outlined in 4.b. Audio/video feeds from the auditorium sound or video system shall be available to private individuals only at the discretion of the host institution.

5. Dissemination

a. ARSC will endeavor to make available to interested individuals recordings of all Conference presentations for which distribution permission has been obtained, in a timely manner and at the lowest cost possible.

b. Purchasers will be notified that commercial use of such recordings may be made only with the written permission of ARSC and the presenter.

Submitted by the Ad Hoc Committee on Recording Policy: Tim Brooks, Don McCormick

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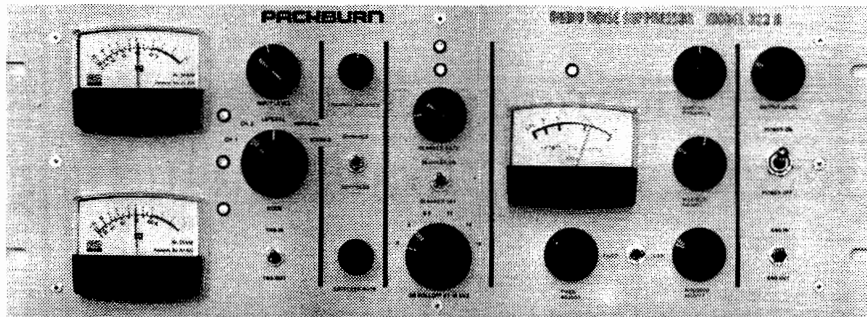
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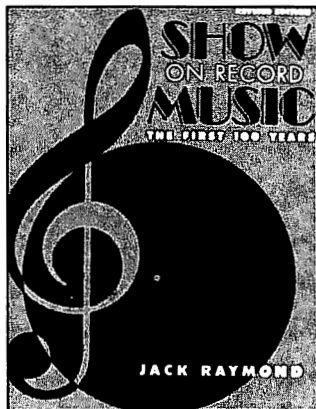
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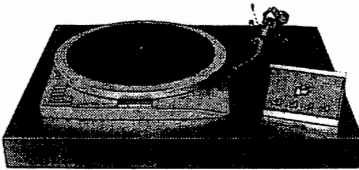
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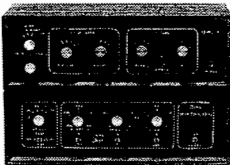
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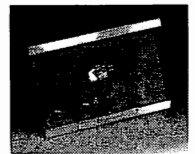
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