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[Original on AASLH Letterhead.]

## MEMORANDUM

TO: Field Service Representatives

FROM: Patricia Hogan, Director of Educational Services

DATE: August 12, 1988

RE: Meeting of Field Service Prepresentatives, September 13, 3:00-5:00 p.m., Rochester, New York

We concluded the Chicago meeting of field service representatives with plans to meet again at AASLH's annual meeting in Rochester. That meeting has been set for Tuesday, September 13, from 3:00-5:00 p.m. in the Genesee Room of the Holiday Inn-Genesee Plaza in downtown Rochester. (If you have yet to receive annual meeting information, call me immediately.)

You may recall that during the Chicago meeting, we discussed a number of ways in which we might all collaborate to better accomplish what we do. This memo and accompanying materials detail the several activities we discussed.

1. List of field service organizations and personnel. I've enclosed a list of the organizations and individuals we have been able to identify. I would appreciate your looking the list over and calling me with corrections and additions. I would like to have a revised and complete list to distribute to you in Rochester.

2. Packets of technical literature. We agreed to circulate the best technical literature produced by field service organizations. We propose to solicit literature from all organizations once a year, have it reviewed by the 10 members of the field service steering committee, who will select the best publications for reproduction and distribution to all field service organizations.

We would like you to bring copies of your technical literature to Rochester. We will collect your publications, distribute them to the steering committee, and, we hope, have a package of the best publications for you by the end of the year. If you have any questions about what kind of publications to bring to Rochester, contact Sheila Riley, acting director of technical information services at AASLH. Call Sheila at 615/255-2971.

Special arrangements for sales of AASLH publications. We are still working out the details, but we'll have everything ready in Rochester. We are setting up a process by which you'll be able to order AASLH books on consignment for sale to your constituents.

We'll offer you a discount (the more books you order, the bigger the discount) and agree to bill you 90 days after the shipping date so you have time to return books that you do not want to pay for. We'll also

bring to Rochester forms for you to use in ordering information about AASLH programs and services for distribution among your constituents.

AASLH as publisher and distributor of field services publications. The Association is interested in seeing your technical publications for possible publication and distribution nationally. Bring copies of your manuscripts or publications to Rochester for review.

Workshops. The Association plans to produce a directory of training opportunities (including annual meetings) for professionals and volunteers working in all areas of state and local history. We would like to include your programs in the directory. I've enclosed a brief form for you to use to inform us of your programs. Please provide the information requested, and bring the completed form to the Rochester meeting. Or mail it to Patricia Hogan at AASLH.

Advocacy update. AASH will keep you informed of federal laws and appropriations that affect your work and the work of your constituents. The Association has just established a public policy committee to advise it on how best to protect and promote state and local history in Washington, D.C. and in state capitals. (A special breakfast on Saturday, September 17, at the annual meeting will tell you more about the new committee.)

To keep informed of pertinent state laws, we need your help. Please send to Candace Floyd at AASLH information about pending legislation in your state.

AASLH Directory of Historical Organizations in North America. In the next year, the Association will begin work on the 14<sup>th</sup> edition of the directory of historical organizations. From many of you we have already collected your directories of the organizations in your state. If you haven't sent us a directory recently, please do so. Also, we would appreciate information about any new organization in your state.

I think that's all for now. We look forward to seeing you in Rochester.

P. H.

mdm

Enclosures