

**THE POSTGRADUATE COURSE IN ARCHIVES ADMINISTRATION
AT THE SCHOOL OF LIBRARIANSHIP,
UNIVERSITY OF NEW SOUTH WALES.**

The School of Librarianship at the University of New South Wales, Kensington, Sydney, has admitted the first post-graduate students to its course in Archives Administration. Mr. Peter Orlovich, M.A., Dip.Ed., M.Lib., has been appointed Lecturer in the School, with responsibility for the Archives Administration course.

The importance of this development from the point of view of archivists (and from those of governments and other bodies who employ, or who might employ, archivists) cannot be over-rated. The profession has for so many years existed on the fringe of librarianship, and the only avenue for persons to become qualified in archives work in Australia has been the "Registration Examination in Archives" of the Library Association of Australia – an examination which required of its candidates a somewhat more thorough knowledge of library science than of archives administration. While the profession was developing, this was about all the archivist could hope for. The establishment of a course in Archives Administration surely marks the maturation of the archives profession in Australia.

The course can be completed in one year full-time, or in two years part-time. The following is an extract from the syllabus details issued by the University of New South Wales.

CONDITIONS for the Diploma in Archives Administration:

The course for the Diploma in Archives Administration is designed to provide education in the principles and methods of the administration of archives and allied materials, including current records and collections of manuscripts.

Candidates must hold a degree from the University of New South Wales or other approved university. Candidates who have not studied Australian history and politics may be required to take a qualifying or concurrent programme approved by the Board of Vocational Studies.

In addition to formal course work there may be excursions to relevant institutions.

Full-time	HOURS PER WEEK	
	Session 1	Session 2
55.712 Archives Theory and History	4	4
55.713 Archives Administration	4	7
55.714 Information Environment for Archivists	3	--
55.123 Reference Service and Materials	4	--
55.238 Subject Bibliography: Government Publications . .	--	2
and any one of		
55.231 Subject Bibliography: The Humanities	--	2
55.232 Subject Bibliography: The Social Sciences	-	2
55.233 Subject Bibliography: Pure and Applied Sciences .	--	2
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	15	15
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Part-time – Year 1

55.712 Archives Theory and History	4	4
55.123 Reference Service and Materials	4	--
55.238 Subject Bibliography: Government Publications	--	2
and any one of		
55.231 Subject Bibliography: The Humanities	--	2
55.232 Subject Bibliography: The Social Sciences	--	2
55.233 Subject Bibliography: Pure and Applied Sciences	--	2
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	8	8
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Part-time – Year 2

55.713 Archives Administration	4	7
55.714 Information Environment for Archivists	3	--
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	7	7
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DESCRIPTIONS OF SUBJECTS

55.712 ARCHIVES THEORY AND HISTORY:

Archives theory studies historically. Public administration, administrative history and government records. The history of archives institutions. Archives legislation. Business, institutional and other non-governmental archives. Private papers, local history collections. Uses of archives for information and in research. The development and role of the archives profession. National and international archives associations: constitutions, programmes, publications.

55.713 ARCHIVES ADMINISTRATION

- (a) Relations between archive-creating bodies and archives institutions. Commercial and legal practice, forms and terminology relevant to the understanding of archives. The elements of records management.
- (b) Archives management: acquisition, arrangement and description, the publication of finding aids, the application of automation, micro-copying. Conservation of materials. Repository planning.
- (c) The principles of administration and their application to archives institutions.
- (d) Service to users of archives, including questions of access and copyright. Publication of archives.

55.714 INFORMATION ENVIRONMENT FOR ARCHIVISTS:

Information sources which supplement archives: academies, learned societies, institutions including libraries, galleries and museums. Libraries of various types studied in relation to the needs of archivists; acquisition of materials by purchase, gift, exchange and legal deposit; organisation of materials for use. Bibliographical description and national and international documentation standards. Documentary materials in non-book form and their use in research. Dissemination of texts and other types of record by reprography and in microform.

55.123 REFERENCE SERVICE AND MATERIALS:

- (a) Information sources, especially reference books and their uses in library processes and reader services. Using publications to provide information at various levels in different library situations.
- (b) The bibliography as a record of publication in the mass and as a guide to individual items. National, trade and subject bibliography. Indexes and abstracts.

- (c) Reference books not limited to a particular subject: publication methods, coverage, organisation of content, studied in relation to purpose and use.
- (d) The principles and methods of reference work. Its place in the total information network and in library service. Question analysis, search strategy and presentation of results to the user. The relationship of traditional reference methods to the design of mechanised information retrieval systems.

55.231 SUBJECT BIBLIOGRAPHY – THE HUMANITIES

55.232 SUBJECT BIBLIOGRAPHY – THE SOCIAL SCIENCES

55.233 SUBJECT BIBLIOGRAPHY – PURE AND APPLIED SCIENCES

55.238 SUBJECT BIBLIOGRAPHY – GOVERNMENT PUBLICATIONS

The structure of the literature, with special reference to the information and research needs of users. Publications embodying original work, criticism, exposition, popularisation. The major reference works in the field. Important collections in libraries, and other sources of publications and information. Problems of availability of resources.

**THE RETIREMENT OF MR. G. D. RICHARDSON,
O.B.E., M.A., F.L.A.A.,
Principal Archivist of the Archives Office of N.S.W.**

The Principal Archivist, Mr. G. D. Richardson, O.B.E., M.A., F.L.A.A., F.R.I.P.A., proceeded on leave prior to retirement on 28th February, 1973. Mr. Richardson, who was also Principal Librarian of the Library of New South Wales, had been Principal Archivist of the Archives Office of New South Wales since the inception of the Authority in 1961.

However, his considerable experience with archives extended beyond this into the 1950's, when as Deputy Principal Librarian and later Principal Librarian of the then Public Library of New South Wales he had general oversight of the work of the Archives Department.

In 1955 he played a major part in the drafting of the first 'Heads of a Bill for an Archives Act' which eventually reached fruition in 1960, and in 1954, as part of the requirements for a Master of Arts, he prepared a thesis on *The Archives of the Colonial Secretary's Department New South Wales, 1788-1856*, which remains a most useful work on the early records of the New South Wales Colonial Secretary. At its meeting on 12th February, 1973 the Archives Authority of New South Wales paid a warm tribute to Mr. Richardson's wise counsel and administrative skill as Principal Archivist, and to the important part which this had played in the work of the Authority.