

## NEWS NOTES

### South Australian Archives

There have been no changes in personnel but *Helen Hoskin*, Acting Deputy Archivist, has elected (as is now possible under South Australian regulations) to spend only half the working week on public service work. *Susan Woodburn* has a similar arrangement, combining a certain number of hours' work at the Archives with private academic research. *Margaret Davies*, M.A. (Oxon.), who was in Adelaide during 1978, generously worked in an honorary capacity on the calendaring of nearly 2,000 items of correspondence and related manuscripts pertaining to the Office of the Advocate General, 1839-1856.

In response to an invitation by the Minister of Community Development, for staff comments on the report of the South Australian Library Services Planning Committee, a working party was elected by the staff. It consisted of *Helen Hoskin*, *Colleen McEwen* and *Susan Woodburn*, with the participation of *Jay Douglas* (Librarian in charge of the State Library's South Australian Collection). They produced a concise and reasoned blueprint for a proposed reorganisation of the State's archival services.

A vast survey of Marine and Harbors correspondence has been conducted in conjunction with that Department. Over 20,000 correspondence files for 1940-1960 have been individually appraised. Approximately 30% have been marked for destruction. Similar systematic appraisal and disposal has continued on a smaller scale in co-operation with other departments.

Request forms for documents (not previously used) have been introduced to increase the efficiency of issues and returns in the face of an increase of approximately 20% in issues and readers over the last year.

B.S.B.

### Bank of New Zealand Archives

Since October 1977 the B.N.Z. Archives have been established on the second floor above one of the Bank's Branches at 100 Courtenay Place, Wellington. Accommodation comprises about 2,000 square feet. At the northern end a Museum of bank artefacts, documents, photographs and plans is being established. The document collection is stored at the southern end of the building. Between the Museum and the document store is the administrative section including a sorting area.

The Museum is open to the public view during New Zealand banking hours which are between 10.00 a.m. and 4.00 p.m. while bona fide archivists are given a conducted tour of the whole Archives. Intending visitors are advised either to write to The Archivist, B.N.Z. Archives, P.O. Box 2392, Wellington, New Zealand, or to phone Wellington 843-259 so as to be sure the Archivist is in when they call as he is the only full-time staff member.

R.H.G.

### **Archives Office of New South Wales**

The Archives Office of New South Wales has moved to its new location at 2 Globe Street, The Rocks, Sydney. The new building in which the office is housed has been designed to blend into the architectural style of the Rocks area which is characterised by traditional terrace housing. The building, to a certain extent, has the appearance of a row of terrace houses in line with this style. Among the interesting features of the exterior are the 'nervous' copper roof and the special bricks used in the construction.

The Archives Office and the Records Management Office together occupy three and a half levels in the building. The remainder is occupied by the Automatic Data Processing Service Bureau.

Reference service to the public ceased in the State Library building on 23 October 1978 to allow for a final stocktake and clean-up, and the move itself, of some 25,000 shelf feet of records, 23,000 maps and plans, 26,000 glass negatives and a reference collection of 1,200 feet of publications. Services to Government Departments continued as usual throughout the move. The transfer of the records was carried out on a shelf-to-shelf basis. There was a specially-designed container made to carry material in transit which exactly equalled the length of one of the new metric shelves. This served the dual purpose of speeding up the handling of the material and reducing the degree of error in re-allocating records in the new building. The move was completed in three and a half weeks instead of the six originally estimated by the contractor and without noticeable damage to any item. Reference Service to the public was re-commenced in the new Search Room on Monday 15 January 1979.

In November 1978 Ms *Patricia Thompson* left the Archives Office to take up a position with the Records Management Office of New South Wales.

Recent important Archives Office accessions include an extensive set of records of Goulburn Goal, exhibits and other documents of the Royal Commission into New South Wales Prisons, early correspondence files of the Maritime Services Board and an interesting and varied selection of *Special Bundles* of the Attorney-General and Justice Department.

*Supplement* Vol. 8. No. 3 of the *Concise Guide to the State Archives* has now been published and the 1978 cumulation, Vol. 8. No. 4, is now in preparation.

C.Y. and B.I.

### **State Library of New South Wales**

The State Library opened a new Restoration Workshop during the year. The Workshop is fully equipped to carry out all types of restoration work. At the present the staff includes one conservator, one restorer, one map-restorer and moulder and four manuscript repairers.

T.F.N.

### **Canberra College of Advanced Education**

1978 saw the introduction of courses on the Conservation of Materials. The aim of the courses is to provide a sound scientific base for the practice of the conservation of materials. Students are encouraged to complete project work during vacations at galleries, museums, archives or libraries.

There are two courses, an Undergraduate and a Graduate, each of two years. The graduate course includes the study of the conservation of a wide variety of materials including paintings, prints and drawings, paper and books, artifacts with special reference to materials of Aboriginal origin, and objects fabricated from metal, wood, ceramics and textiles. The undergraduate course concentrates on paper and ethnographic conservation and technology, but may expand later into other areas of material conservation as the need arises. Studies of the conservation of modern products such as plastics, films and magnetic tape are included in both programmes.

Applicants for the graduate programme should be graduates of a recognised university or other tertiary institute, or possess qualifications considered to be equivalent; they should have studied, in their bachelor degree or subsequently, chemistry and/or a subject relevant to the course. Applicants with no chemistry will be required to complete some studies in this area. In the graduate course an internship of six months is required on completion of the formal two-year academic programme.

Applicants for the undergraduate programme should have a good secondary education including the study of chemistry to matriculation level or its equivalent, or an alternative subject relevant to the course.

All applicants should possess a high level of manual dexterity, should have a capacity to work patiently and with application, and should have a commitment to the conservation of all forms of cultural and archival material.

Further information can be obtained from the Executive Assistant, School of Applied Science, Canberra C.A.E., Bruce, A.C.T.

### **Queensland State Archives**

Mrs *June Shears* (nee Cohen) B.A. has resigned and is now living in Sydney.

In December 1978 a building at West End, Brisbane became available for use as an intermediate records repository for records which are destined for eventual destruction. At present there is shelving for about 1,400 shelf metres of files with floor space to allow for the construction of approximately 2,000 shelf metres in the future.

*Notes on Paper Conservation* by James Bruce, Conservator at Queensland State Archives is available free of charge to archives, libraries or other institutions with a professional interest in paper conservation. This book is intended as a practical rather than a theoretical guide for those working in this field. It includes sections

on the main causes of damage and deterioration in paper as well as procedures for repair such as fumigation, pH measurement, testing of inks, cleaning, solvents, deacidification and titration, document repair, map mounting and repair, lamination, archival binding, and some recent developments in methods and equipment. An extensive list of equipment and suppliers is included.

A series of leaflets designed primarily for genealogists and others inexperienced in using archives, has been prepared on the following subjects—the use of records, immigration, state electoral rolls, naturalization, companies and firms, inquests, wills and intestacies, school histories, insolvencies and liquidations, maps useful for genealogical and local history research, hotels, government buildings, land tenure, and local history.

Approximately 14 metres of correspondence, reports, Executive Council Minutes and minutes of the Agricultural Bank have been transferred from the Department of Primary Industries. The records date from 1913 to 1968.

P.D.W.

### **J. S. Battye Library of West Australian History**

A busy time is being experienced in the Battye Library providing background information for the many and varied activities associated with the State's 150th anniversary celebrations taking place in 1979. Fortunately the new Deputy State Archivist, *Christopher Coggin*, has arrived from Salisbury. He was previously the Assistant Director of the National Archives of Rhodesia and took up his position in Western Australia on 8 November 1978. A new photographer, *Paul Malone*, has been appointed to take the place of *Mrs Pat McNess* who has been in charge of the photographic section for the past 17 years and retired in October 1978 because of ill health.

Planning for the new Library Services Building is progressing. The fourth edition of the architect's brief has been issued and a preliminary design has been submitted by the architect. It is proposed that the Battye Library will be situated on the third floor and have four separate search rooms for archives, printed records, maps and photographs. The oral history unit and photographic laboratory will also have special areas. A conservation laboratory is included on the third floor and a cadet, *Marshall Blundell-Wignall*, was appointed at the beginning of 1978 to undertake the conservation course at the Canberra College of Advanced Education. He has completed his first year.

The State Film Archives came under the jurisdiction of the Library Board in July 1978 and will be part of the Battye Library in the new building. The appointment of an officer to take charge of this unit is imminent. Provision is being made for a small theatre for the showing of historical films, lectures and other extension services. Possibly a publishing unit will be included. It is hoped that the foundation stone for the new building will be laid late in 1979.

M.M.

### **Public Record Office, Victoria**

In December the Public Record Office was transferred from the Chief Secretary's Office, of which it had been part since the Public Record Act was passed in 1973, to a new Department of Property and Services. In October the Keeper, Mr H. W. Nunn, attended the 23rd Annual American Records Management Association and International Records Management Federation meetings in Washington D.C. to deliver an address on Legislation in Records Management. On 5 September the Premier of Victoria, the Hon. R. J. Hamer, E.D., M.P., formally opened the Public Record Office Base Repository at Laverton.

### **Australian Archives**

*Legislation:* The access provisions of the Archives Bill have been referred, together with the Freedom of Information Bill, to the Senate Standing Committee on Constitutional and Legal Affairs. The remainder of the Archives Bill has been referred to the Senate Standing Committee on Education and the Arts.

*Staffing:* Recent promotions include those of *Thea Exley* (Chief Archivist), *Max Franklin* (Senior Archivist, Reference and Access, Central Office), *Clare Cowling* and *Mariya Ignatievsky* (Archivists Grade 2, Disposal and Appraisal, Central Office), *Clive Smith* and *Robert French* (Archivists Grade 2, Survey and Disposal, A.C.T.), *Marie Markey* (Archivist Grade 2, N.S.W.) and *Merv Reed* (Officer-in-Charge, S.A.). *Ian Harvey* is acting in Mr Reed's former position of Officer-in-Charge, Tasmania. *Brenda Robinson*, Archivist Grade 2, Access Services, A.C.T., has transferred to Reference and Access, Central Office, and *Jenny Stokes* is returning to her position in Information Services, A.C.T. Departures include those of *Wayne Kelly* and *Colin Smith* to the Public Service Board and the the C.S.I.R.O. respectively and *Sue Lowson* to the Department of Veterans' Affairs.

We apologise to *Anne-Marie Schwirtlich* (Archives and Records Administration, N.S.W.) for the mis-spelling of her name in the last issue.

*Buildings and Equipment:* At the Villawood Repository in Sydney, a low temperature vault for the storage of microfilm and black and white cinema film is under construction. In Melbourne, alterations and improvements to the Search Room have now been completed. New equipment and fittings include a gramophone record cleaning machine, a heat pressing machine, a laboratory magnetic stirrer and an electronic laboratory balance purchased for conservation use in Sydney, and 1,500 metres of shelving installed in the Townsville Repository.

*Accessions:* Recent major accessions include personal papers of the Hon. E. G. Whitlam, the Hon. John Howard, and the Hon. Sir Robert Cotton. Mr Whitlam has directed that all requests for access to his papers should be made through the office of Professor R. G. Neale,

Director-General of the Australian Archives. Recent clearances of open-period material include the main record series of former Victorian Government agencies concerned with aboriginal affairs (e.g. CA 2013, Central Board for the Protection of the Aborigines, 1869-1957), which are now in the custody of the Victorian Branch.

Cabinet records created in 1948 have now been released for public access, and 1948 departmental records are available subject to clearance on request.