

# PUBLICATION NOTES

**Edited by Ann Pederson**

THE AUSTRALIAN RECORD RETENTION MANUAL, 2nd Edition. Kew East, Victoria: Professional Archives, a division of Leigh Records Management Pty. Ltd., 1982. Standard for medium to large businesses \$145, for small businesses \$120. This publication is described as a five-part manual incorporating flow charts, procedures, standard retention schedules, and a master index for the effective management of records. Available from Professional Archives, Suite 10, 696 High Street, Kew East, Victoria 3102.

BENEDICT, Karen M., *A Select Bibliography on business archives and records management*. Chicago: Society of American Archivists (SAA), 1981. 144 pp. Indexed. Paper. US\$6 SAA members, US\$9 others. This publication cites 421 articles and 18 books on records management, with annotations for most entries. It includes periodicals in English from a number of countries and is available from the SAA Executive Officers, Suite 810, 330 S. Wells Street, Chicago, Illinois 60606 USA.

A CODE OF ETHICS FOR ARCHIVISTS. Chicago: Society of American Archivists (SAA), 1980. 1 page, parchment-like paper, approx. A-4 suitable for framing. US\$1. Order No. 1009. This display document embodies SAA approval standards for archival practice in the areas of acquisition, appraisal, arrangement, description, preservation, access, reference, and interaction with other archivists. Order from SAA Executive Offices at above address.

COLUMBIA UNIVERSITY LIBRARIES. *Preservation handbook*. 2nd edition, revised. New York: Columbia University, 1981. US\$5. In-house manual outlining procedures to be followed in preserving library holdings. Available from Preservation Department, 110 Butler Library, Columbia University, New York 10027 USA.

DUKE, Suzanne, editor *Debrett's Handbook of Australia and New Zealand*. Sydney: Debrett's Peerage Limited, 1982. 703 pp. Casebound. \$95 post free. This new reference work is intended as a biographical directory of leading Australians and New Zealanders from almost every walk of life and contains over 7,000 entries. Available from Debrett's Peerage, Ltd., 122 Liverpool Street, Sydney 2000.

EHRENBERG, Ralph E., *Archives and manuscripts: maps and architectural drawings*. Chicago: SAA, 1982. 64 pp. Bibliography. Illustrations. Paper. US\$5 SAA members, US\$7 others. The most recent of the Basic Manual Series, this publication offers practical guidelines for archivists working with these special format records. Contents are arranged by archival function, from appraisal and acquisition through indexing. Available from SAA Executive Officers.

ERICSON, Timothy L., comp., "Audiovisual for Archivists." Chicago: SAA, 1982. 8 pp. No fee indicated. A list of audio-visual productions for, about, and/or by archives and archivists, which has been developed as a resource for administrators and educators. Available from SAA Executive Offices.

HICKERSON, H. Thomas, *Archives and manuscripts: an introduction to automated access*. Chicago: SAA, 1981. 60 pp. Bibliography. Illustrations. Glossary. Paper. US\$5 SAA members, US\$7 others. Another in SAA's Basic Manual Series, this publication introduces readers to such topics as computers and how they work, computer operations and archival objectives, archivists and computers at work, and implementing automated techniques. While focusing upon the various systems for the intellectual control of archives, the text also discusses tools for basic administrative control. Available from SAA Executive Offices.

JOLLY, Brad, *Videotaping local history*. Nashville, Tennessee: American Association for State and Local History (AASLH), 1982. 160 pp. Illustrations. Paper. US\$9 AASLH members, US\$11.95 others. Chapters include video technology, video hardware, using video equipment, expanding interpretation with video, extending access with video, video and oral history, video and training and information, and the video archive. Available from AASLH Executive Offices, 708 Berry Road, Nashville, Tennessee 37204 USA.

KOCH, Grace, comp., *International Association of Sound Archives: Directory of Member Archives*. 2nd Edition. Special Publication No 3. Stuttgart, Federal Republic of Germany: International Association of Sound Archives, 1982. Paper. Approx. \$5. The entries in this comprehensive, updated directory are arranged alphabetically by country, then by state, city, and the name of the institution. Included is information on institutional address, names/position titles of staff, variety of media held, concentrations by speech or music and subject content, names of special or formed collections, and access notes (finding aids and use). Available from Dr. Ulf Scharlau, Suddeutscher Rundfunk, Schallarchiv/Bandaustausch, Neckarstrasse 231, D-7000 Stuttgart 1, Federal Republic of Germany.

LYNCH, Karen T. and Helen W. Slotkin, *Processing Manual for the Institute Archives and Special Collections MIT Libraries*. Cambridge:

Massachusetts Institute of Technology, 1981. 60 pp. Index. Appendices. Paper US\$5. This publication stresses the importance of teamwork and planning in the task of processing archival materials and discusses each step in detail. Examples of forms, worksheets, and labels are included. Available for MIT Archives, 14N-118, Cambridge, Massachusetts 02139 USA.

MAHER, William J., "Measurement and analysis of processing costs in academic archives," *College and Research Libraries* 43/1 (January, 1982) pp. 59-67. In times of ever-increasing scrutiny of the effectiveness of archival systems, this article offers some useful tools.

QUEENSLAND STATE ARCHIVES. *Guide to the records of the Lands Department, 1866-1910*. Brisbane: Queensland State Archives, 1981. 112 pp. \$4. This guide, compiled by Barbara Archer, provides a short administrative history of the Lands Department, followed by a descriptive listing of the series of Lands Department records held by the Queensland State Archives. Available from the Administration Officer, State Library of Queensland, George Street, Brisbane 4000.

ROE, Kathleen, *Teaching with historical records*. Albany, New York: New York State Archives, 1981. 60 pp. Bibliography. Illustrations. Paper. No price quoted. Although specifically directed towards utilizing the holdings of the New York State Archives, this manual is a useful prototype for similar publications and provides a number of examples of types of documents and activities suitable for use with secondary school students. Available from the New York State Archives, Cultural Education Center, Albany, New York 12230 USA.

SAA BASIC CONSERVATION PROGRAM. "Conservation Techniques" Chicago: SAA, 1982. 4 pp. No price indicated. A leaflet briefly describing techniques for removing paper fasteners, surface cleaning of documents, long-fibre Japanese paper mending, conservation suppliers (US only), and giving recipes for wheat paste and methyl cellulose. Available from SAA Executive Offices.

Note: ERRATA. In Volume 10/1 (May, 1982) of *Archives and Manuscripts*, p. 107 of "Publication Notes," we failed to catch a typographical error which misspelled Margaret Zerner's name as "Werner". Margaret is the compiler of *Australian studies: a select guide to resource humanities and social sciences*. St. Lucia: University of Queensland Press, 1981. Please accept our apologies.