

# PUBLICATION NOTES

## Edited by Ann Pederson

EVANS, Frank, compiler *The History of archives administration: a select bibliography*. Vendome: Imprimerie des Presses Universitaires de France for UNESCO, 1979. 255 pp. US\$17.50. Lists pre-1978 English language publications on archives administration and its international evolution. Includes historical profiles of individual national programmes and of international organizations and projects. Copies available from UNESCO, 9 pl. Fontenoy, Paris 7e, France.

*Guide to genealogical research in the National Archives*. 2nd Edition. Washington, D.C.: National Archives and Records Service, 1982. 350 pp. Hardcover US\$21.00, softcover US\$17.00. This comprehensive work updates and expands the original edition issued in 1964. A new feature is a step-by-step approach to aid citizens in selecting among the mass of US federal documents those types most appropriate for their family research interests. In addition, the main contents of the 1964 *Guide*, the descriptive lists of relevant record groups, have been further expanded. An essential tool for the library serving genealogists with US antecedents. Order from: Genealogical Guide, Box 107, National Archives, Washington, DC 20408 USA.

KOHL, Michael and Bert Hartinger, *The Management of municipal tape recordings*. Milwaukee: City of Milwaukee, 1982. Microfiche only. No price cited. The final report of the City of Milwaukee's Sound Recordings Archival Project to develop solutions for managing the thousands of tape recordings generated by municipal government activities. Available from: Office of the City Clerk of Milwaukee, City Records Center, Room B-1 Municipal Building, 841 N. Broadway, Milwaukee, Wisconsin 53202 USA.

KYVIG, David E. and Myron A. Marty, *Nearby history*. Nashville, Tennessee: American Association for State and Local History (AASLH), 1982. 300 pp. Illustrations. Case studies. Clothbound. US\$14.35 to AASLH members, US\$15.95 to others. This work links family, community, local, and cultural history into a comprehensive exploration of the nearby past. It discusses research methods, the use of published and original sources, including non-textual records, and provides how-to information on creating documentation through oral history and photography. Available from AASLH, 708 Berry Road, Nashville, Tennessee 37204 USA.

MATTHAI, Robert A., editor, *Energy management for museums and historical societies*. New York: New York Hall of Science, 1982. 140 pp. US\$8.00. A practical manual covering climate control, lighting, emergency planning and related topics. Limited by the fact that the advice given focuses on specific U.S. legislation, regulations, and sources of funding/assistance, but provides some useful ideas. Write: Energy Manual, New York Hall of Science, 2 Columbus Circle, New York, New York 10019 USA.

MERRETT, Christopher E., *Map Classification: a comparison of schemes*. Occasional Paper No. 154 of the University of Illinois Graduate School of Library and Information Science, June 1982. 31 pp. US\$3.00 prepaid. This paper explains the theory and application of map classification principles using examples from Africa. Available from the Publications Office, GSLIS, University of Illinois, 249 Armory Building, 505 E. Armory Street, Champaign, Illinois 61820 USA.

MORROW, Carolyn Clark, *Conservation treatment procedures: a manual of step by step procedures for the maintenance and repair of library materials*. Littleton, Colorado: Libraries Unlimited, 1982. US\$18.50. Intended for the librarian who manages repair programmes or for the para-professional who will do the actual work, this manual describes and uses photographs to illustrate a number of basic repair and prevention processes. Copies may be purchased from the publisher, Libraries Unlimited, PO Box 263, Littleton, Colorado 80160 USA.

OFFICE OF MUSEUM PROGRAMS. *Museum studies programs in the United States and abroad*. Washington, D.C.: Smithsonian Institution, 1982. US\$3.00. A comprehensive listing of graduate and undergraduate museum programmes, including courses, workshops, internships, seminars, institutes, and correspondence courses. Perfect for that tax-deductible overseas trip. Write to: Office of Museum Programs, Smithsonian Institution, P.O. Box 37481-OMP, Washington, D.C. 20013 USA.

ROYAL COMMISSION ON HISTORICAL MANUSCRIPTS (UK), *Guides to sources for British history. Volume 1: Papers of British cabinet ministers, 1782-1900; Volume 2: The Manuscript papers of British scientists, 1600-1940; Volume 3: Guide to the locations of collections described in the reports and calendars series, 1870-1980*. London: Her Majesty's Stationery Office (HMSO), 1982. £3.95 each. Hardcover.

SOCIETY OF AMERICAN ARCHIVISTS (SAA). 1982 publications now available include the following new titles: SUNG, Carolyn, *Archives and manuscripts: reprography* (encompassing photocopying, microphotography, and photography). 68pp. US\$5.00 members, US\$7.00 others; FORMS MANUAL TASK FORCE, *Archival forms manual*. 140pp. US\$7.00 members, US\$10.00 others; PARDO, Thomas C., *Basic*

*archival workshops: a handbook for the workshop organizer*. 72pp. US\$8.00 members, US\$11.00 others; PETERSON, Trudy H., *Basic archival workshop exercises*, (students' copy and teacher's guide). 125pp. US\$8.00 members, US\$11.00 others. If *Workshops* and *Exercises* are both ordered, cost is US\$13.00 members and US\$20.00 others for both works. All publications are available from: SAA Executive Offices, Suite 810, 330 S. Wells Street, Chicago, Illinois 60606 USA.