

Publication Notes

Edited by Ann Pederson

ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS (ARMA). *Second Canadian conference proceedings: information management — the challenge of change, 14-17 February, 1982*. Contents include twenty-two papers in English and twenty-seven in French. US\$55.00 from Judi Harvey, Treasurer, ARMA, 440 Somerset Street, North Vancouver, B.C. V7N 163 Canada.

BAYNES-COPE, A.D., *Caring for books and documents*. London: British Museum Publications, Ltd; 1981. 32pp. £2.50. Reviewed in the *Journal of the Society of Archivists* (October, 1982).

DIAMOND, Susan Z. *Records management: a practical guide*. New York: AMACOM, 1983. No information on physical characteristics. ISBN: 5729-0. US\$21.95. This publication of the American Management Association is described as comprising "nuts and bolts information on designing a smooth running program for any organization."

DUCHEIN, Michel, editor, *Archivum XXVII: Archival legislation, 1970-1980*. Munich: ICA/K.G. Saur Verlag, 1982. 448pp DM20.00. ISBN: 3-598-21228-3.

FENNELLY, Lawrence J. *Museum, archive and library security*. London: Butterworth's, 1983. 891pp. Index. Bibliography. ISBN: 0-409-95058-0. US\$55.00. A comprehensive handbook on the reduction of hazards (natural and man-made) through planning.

FOSTER, Janet and Julia Sheppard, editors, *British Archives: a guide to archive resources in the United Kingdom*. London: Gale, 1982. 533pp. Index. Bibliography. ISBN: 0-8103-1126-7. US\$65.00. Basic descriptive information on collections in 708 smaller repositories, churches, and societies. Arranged geographically. Entries list the institution's name, address, conditions of access, major holdings, finding aids, and publications. It is noted as also available from Globe Book Services Ltd, a member company of Macmillan Publishers Ltd, of Byfleet, Surrey, at a price of £25.00 plus £1.50 mailing. ISBN: 0-333-32999-6.

HULL, F. *The use of sampling techniques in the retention of records: a RAMP study with guidelines*. Paris: UNESCO, 1981. 64pp. (PGI-81/W5/26). Available from the Australian distributor of UNESCO publications: Educational Supplies Ltd, PO Box 33, Brookvale, NSW 2100.

KYLE, Hedi, *Library materials preservation manual: practical methods for preserving books, pamphlets, and other printed material*. Bronxville, NY: Nicholas T. Smith, 1983. 160pp. 8 and ½ x 11 format. Hardcover. 300+ illustrations. ISBN: 0-935164-10-3. US\$22.50 plus \$1.25 surface postage. Text offers a clear, detailed description of the physical characteristics of paper and book construction, of techniques of cleaning and repair of paper, for making suitable envelopes and containers for single items and pamphlets. Included are basic guidelines for collection assessment, a selection of preservation options, and numerous time-saving tips.

LA TROBE LIBRARY JOURNAL. Published twice-yearly by the Friends of the La Trobe Library. Editors Paul Macpherson and Tony Marshall. Subscriptions: \$6.50 payable to the La Trobe Library Journal, State Library of Victoria, Swanston Street, Melbourne 3000.

LIBRARY OF CONGRESS. The LC has several recent publications of particular interest to archivists. The first is ROBERTS, Matt T. and Don Etherington, *Bookbinding and conservation of books: a dictionary of descriptive terminology* which provides descriptions of the definitions, processes, and materials used in bookbinding. It includes a history of the bookbinder's craft, as well as colour plates and line drawings; and the book is priced at US\$27.00 hardbound (Stock No. 030-000-00126-5). A companion publication is BROWN, Margaret, compiler and illustrator, assisted by Don Etherington and Linda Ogden, *Boxes for the protection of rare books: their design and construction* which sells for US\$18.00 (Stock No. 030-000-001-249). Both are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 USA. Two 1982 publications on the handling of non-book materials are also useful. *Graphic materials* (US\$12.00) from the Chief CDA, Cataloging Distribution Service, Customer Service Section, Library of Congress, Washington, D.C., 20540 USA, and *Cataloging manual for manuscript and archival material* (no price quoted) which can be ordered by writing for details to: Phyllis Bruns, Automation Planning and Liaison Office, Library of Congress, Washington, D.C. 20540 USA.

NATIONAL ARCHIVES AND RECORDS SERVICE (NARS). The Publication Sales Branch announces two new publications: HILL, Edward E., *The preparation of inventories*. Staff Information Paper 14. Washington, D.C.: NARS/GSA, 1982, and NARS COMMITTEE ON INTRINSIC VALUE, *Intrinsic value in archival material*. Staff Information Paper 21. Washington, D.C.: NARS/GSA, 1982. Both are available from the Publication Sales Branch (NEPS), National Archives and Records Service, Washington, D.C. 20408 USA.

OFFICE ADMINISTRATION AND AUTOMATION, January, 1983+. A new journal title as the result of a merger between *Administrative*

Management and Word Processing and Information Systems. First issue is Volume XLIV, No. 1 of January, 1983. Published monthly by Geyer-McAllister Publications, Inc., 51 Madison Avenue, New York, NY 10010 USA. Overseas subscriptions are: US\$38.00 one year, US\$54.00 two years, US\$74.00 three years.

NATIONAL LIBRARY OF AUSTRALIA. *Annual Report, 22nd, 1981-1982*. Canberra: AGPS, 1982. 99pp. Available from the National Library, not AGPS.

PUBLIC RECORD OFFICE OF VICTORIA. *Ten Victorian Women, 1854-1895*. Melbourne: Government Information Centre, 1983. 39pp. Illustrated. \$2.50. A very interesting publication which not only lists the sources and series used in researching the lives of these ten women of varying socio-economic status, but also acquaints the researcher with the variety of records held by the PRO that indirectly relate to women. Available from the Keeper of Public Records, Level 19, Nauru House, 80 Collins Street, Melbourne 3000.

ROWLEY, J.E. and P.J. Rowley, *Operations research: a tool for library management*. Chicago, IL: American Library Association, 1981. 144pp. No price quoted. ISBN: 0-8389-0337-1. Available from the Order Department, American Library Association, 50 E. Huron Street, Chicago, IL 60611 USA.

TAYLOR, Hugh, *The Arrangement and description of archival materials*. UNESCO: International Council on Archives Handbook No. 2. Munich: K.G. Saur, 1980. 181pp. ISBN: 0-89664-260-7. No price quoted, but likely to be about US\$30.00. Available from the Australian distributor of UNESCO publications listed previously.

TAYLOR, Hugh, editor, *Information management and organisational change: proceedings of an Aslib Conference, London Tara Hotel, 6-8 April, 1981*. London: Aslib, 1981. 114pp. £15.00. ISBN: 0-85142-148-2. Available from Aslib, 3 Belgrave Square, London SW1 X 8PL UK.