

Publication Notes

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ARCHIVES AUTHORITY OF NSW. *Archeion: Newsletter of the State Archives*. No 1 (June, 1983). Address inquiries to *Archeion*, Archives Office of NSW, 2 Globe Street, The Rocks, Sydney, NSW 2000.

BERNER, Richard C, *Archival Theory and practice in the United States: An historical analysis*. Seattle, WA: University of Washington Press, 1983. 240 pages. US\$35.00. Illustrations. Glossary. Appendices. Index. ISBN 0-295-95992-4. A most important work which focuses almost exclusively on the development of principles and approaches to arrangement and description in the US. Available from the publisher in Seattle, Washington 98105 USA.

CHURCH ARCHIVISTS' SOCIETY. *Newsletter*. Published monthly from February to November. Subscriptions \$10.00. Further information from Br L J Ansell, CFC, Church Archivist's Society, PO Box 756, Toowoomba, Q4350.

COMMERCE CLEARING HOUSE (CCH) BUSINESS LAW EDITORS, *Guidebook of Commonwealth Freedom of Information*. North Ryde, NSW: CCH, 1984. 300+ pages. Topical index. \$35.00 pre-paid orders.

CUNHA, George and Dorothy G., *Library and archives conservation*. 2 volumes. Metuchen, NJ: Scarecrow Press, 1983. US\$39.50. ISBN 0-8108-1587-7. This two volume set is an update and supplement of the 1972 work by the same authors. It summarises major developments of the 1970's, guides readers on conservation as an aspect of institutional management, and forecasts the appropriate place for conservation within the framework of a total library or archival programme. As with the original set, volume one is instructive and volume two is the bibliography.

HENRY, Margaret and Michael E Hoare, *A Guide to the manuscripts related to science in the Alexander Turnbull Library, Wellington*. Wellington, NZ: Alexander Turnbull Library, 1983. 30 pages. NZ\$3.00. No index. A brief catalogue of both primary and secondary holdings relating to science. The *Guide* is designed to give an overview of available materials, rather than an in-depth description.

LIBRARY OF CONGRESS. *Preservation Leaflets*. Washington, DC: LC Preservation Office. Irregular issue dates. Available on a need-to-know

basis without charge. LC Call No Z701.P74. The five titles are *Preservation of library materials: first sources*. Revised March, 1982. 6 pages. *Paper and its preservation: environmental protection*. Revised January, 1983. 4 pages. *Preserving leather book bindings*. Under revision. 4 pages. *Marking paper manuscripts*. Revised December, 1982. 4 pages. *Newsprint and its preservation*. Revised November, 1981. 4 pages. Write to the Preservation Office, Library of Congress, Washington, DC 20540 USA.

LUNDEEN, Gerald, editor, "Conservation of library materials", *Library Trends* (Fall, 1981) entire issue.

KEEFE, Laurence E, Jr, and Dennis Inch, *The Life of a photograph*. London: Focal Press Butterworth, 1983. 256 pages. US\$24.95. A practical handbook on the nature and care of various photographic forms.

MIDDLETON, Bernard C, *Restoration of leather bindings*. Revised edition. Chicago: American Library Association (ALA), 1984. Illustrations. ISBN 0-8389-0391-6. US\$25.00. Originally published by the ALA in 1972, this classic work has been updated to reflect the developments in the field and includes a discussion of what alternatives are available when bindings are beyond repair. From the ALA Order Department, 50 E Huron Street, Chicago, Illinois 60611 USA.

NEW ZEALAND LIBRARY ASSOCIATION (NZLA). *Freedom of Information: papers presented at a seminar on the Official Information Act organized by the NZLA*. NZ \$10.00, NZLA members NZ\$7.50. Available from the NZLA, PO Box 12-212, Wellington, NZ.

SITTON, Thad, *Oral history: a guide for teachers*. Austin, TX: University of Texas Press, 1983. 176 pages. ISBN 0-292-76026-4. US\$18.95.

SOCIETY OF AMERICAN ARCHIVISTS (SAA). New publications and kits released by the SA include:

KESNER, Richard M, compiler, *Information management, machine-readable records, and administration: an annotated bibliography*. Revised version, 1983. 168 pages. Paper. Includes nearly 900 citations from information management literature embracing such subjects as videodisc technology, data transmission networking, and office automation. Publication No 1034 US\$11.00, SAA members US\$8.00. Publication No 1034.

RITZENTHALER, Mary Lynn, *Archives and manuscripts: conservation*, 1983. 144 pages. Illustrations. Paper. Addresses problems and issues faced by archivists in caring for their records. US\$9.00, SAA members US\$7.00. Publication No 3013.

PROBLEMS IN ARCHIVES KITS (PAKs) *The Lone Arranger* deals with the problems of the one-person repository and features a cassette of workshop proceedings, sample forms, processing guidelines, policies

and procedures, and a sample index. US\$12.00, SAA members US\$9.00. Publication No 4012. The PAK on *Long-Range Planning* includes a cassette of papers on the subject, sample statements of goals and objectives, a projected timetable for programme development, a job description for a university archivist, and a bibliography of selected readings. US\$12.00, SAA members US\$7.00. Publication No 4011.

Both publications and PAKs are available from the SAA, Executive Offices, 600 South Federal Street, Suite 504, Chicago, Illinois 60605 USA.

SWARTZBURG, Susan Garretson, editor, *Conservation in the library: a handbook of use and care of traditional and non-traditional materials*. Westport, CT: Greenwood Press, 1983. 234 pages. Illustrations. Index. ISBN 0-313-23267-9. US\$35.00. General topic headings include information on the care of paper, manuscripts, documents, printed sheets, works of art, books and bindings, photographs, slides, microforms, motion pictures, video tape, sound recordings, video discs and computer tape.

U.S. GOVERNMENT PRINTING OFFICE. *Care and handling of computer magnetic storage media*. Washington, DC: Government Printing Office, 1983. Catalogue No 003-003-02486-4. US\$5.50. Available from the Superintendent of Documents (SuDocs), Washington, DC 20402 USA.

WHITE, Brenda, compiler, *Directory of Audio-visual materials for use in records management and archives administration training*. Paris: UNESCO, 1982. PGI-82/WS/8. Available from General Information Publications, UNESCO, 7 Place de Fontenoy, 75700 Paris, France.

YOUNG, Heartsill, editor, *American Library Association (ALA) Glossary of library and information science*. Chicago: Glossary Revision Committee, ALA, 1983. ISBN 0-8389-0371-1. US\$50.00. The search for acceptable standards for terminology goes on. Available from the ALA at the previously mentioned address.

PUBLICATIONS RECEIVED

Church Archivists Society, *Newsletter* (September, 1983 to February, 1984), Nos 19-22.

ICA — Commission on Archival Development, *CAD Information* (July, 1983), No 11

ICA, *Bulletin* (June, 1983), No 20; (December, 1983), No 21.

UNESCO — General Information Programme, *A Guide for Surveying Archival and Records Management Systems and Services: A RAMP Study* (Paris, 1983)

UNESCO — General Information Programme, *Writings on Archives Published by and with the assistance of UNESCO: A RAMP Study* (Paris, 1983)

UNESCO Technical Report (by Carmen Crespo), *Republic of Argentina — Introduction of New Technologies in Recording, Storage, Retrieval, Reproduction and Transmission of Information and Documents — Development of a Regional Demonstration and Training Centre at the School for Archives, University of Cordoba* (Paris, 1981)

UNESCO Technical Report (by Frank Evans) *Malaysia — Establishment of a Technological Information Service for Economic and Social Development. Development of the Archives and Records Management Programme* (Paris, 1982)

Der Archivar (July, 1983) and (November, 1983)

ICCM, *Newsletter* (October, 1983), No 10

Australian Historical Association, *Historical Studies* (October, 1983), Volume 20, No 81

ICA — South East Asian Regional Branch, *South East Asian Archives — Special Issue* (1982)

Australia 1788-1988: A Bicentennial History (Australia 1888), *Australia 1888 Bulletin* (November, 1983) Bulletin No 12

Public Record Office of Victoria, *Annual Report 1982/83*

Australia 1788-1988: A Bicentennial History (Australia 1838), *Push from the Bush* (October, 1983), No 16

Society of Archivists, *Journal* (October, 1983), Volume 17, No 4

Australian Bicentennial Authority, *Bicentenary 88* (November, 1983) Volume 3 No 3

Australian National Commission for UNESCO, *Courier* (December, 1981; March, April, August, September, October, 1983)

ALIC, *Annual Report 1982/83*

ALIC, *Working Paper on Public Sector/Private Sector prepared by P J Judge*

ICA, *Directory 1984* (Paris, 1984)

Archifacts, (September, 1983)