

Publication Notes

Compiled by Ann Pederson

ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES (ACRL). *Genre Terms: a thesaurus for use in rare book and special collection cataloguing*. Chicago: ACRL, 1983. ISBN 0-8389-6612-8. US\$7.50 for non-ACRL members. Payment must accompany order. *Guidelines on manuscripts and archives*. Compilation of policy statements prepared by the ACRL Rare Books and Manuscripts Section Committee on Manuscript Collections. Contains: Statement on Appraisal of Gifts, Statement on Legal Title, Statement on the Reproduction of Manuscripts and Archives for Noncommercial Purposes, and Universal Gift Form and Instructions. No price quoted. *Joint Statement on Access to Original Research Materials*. Incorporates the views of ACRL and the Society of American Archivists. No price quoted. All are available from ARCL offices, 50 E. Huron Street, Chicago, Illinois 60611 USA.

AUSTRALIAN SOCIETY OF ARCHIVISTS INCORPORATED. *Future Trends: 4th Biennial Conference Proceedings, Adelaide 20-23 May, 1983*. Adelaide: City of Adelaide for the ASA, 1984. 132 pp. ISBN 0-9595565-6-7. Members of ASA \$10.00, non-members \$15.00. Available from The Secretary, ASA Inc., PO Box 83, O'Connor, ACT, 2601.

BARNETT, Robert, *The Forms Management handbook*. Sydney: Robert Barnett and Associates, 1984. \$45.00. A comprehensive and updated work presenting the views of a leading Australian forms consultant. Available from Robert Barnett and Associates, PO Box 377, Eastwood, NSW, 2122.

BARTLE, Rachel and Michael Cook, *Computer applications in archives: a survey*. British Library Research and Development Department Report No. 5749. Liverpool: University of Liverpool, Archives Unit, 1983. 58pp. ISBN 0-907156-01-0. £2.50. The most recent survey of computer applications in British archives incorporating three major areas: records management, archival management, and special applications.

COPYRIGHT. Recent developments and issues in the UK and the United States are summarised in "Copyright and information repackaging: old problems — new technology," *Aslib Proceedings* 35/ 11-12 (November-December, 1983) entire issue and in *Library Trends* 32/ 2 (Fall, 1983) entire issue.

CRUSE, Larry, editor, *Microcartography: applications for archives and libraries*. Western Association of Map Libraries' Occasional Paper No. 6.

Santa Cruz, CA: WAML, 1981. 200 pp. ISBN: 0-939112-07-8. US\$20.00. This work contains fourteen articles discussing all aspects of microphotography applications for map preservation and reference. Authors deal with a range of collection sizes and problems, particularly the difficulties of photographing information recorded in various colours on original maps and plans and discuss the potential of optical disc as a tool for map management. The publication developed out of the autumn 1977 meeting of the Western Association of Map Libraries (WAML) and so some techniques may be dated, but it is worth having as a comprehensive look into this special area.

DEISS, William A., *Museum archives: an introduction*. Chicago: Society of American Archivists (SAA), 1984. 40 pp. US\$4.00 SAA members; US\$6.00 others. The latest of SAA's publications is available from the Society's headquarters at 600 S. Federal, Suite 504, Chicago, Illinois 60605 USA.

DYMOND, David, *Writing local history: a practical guide*. London: Bedford Square Press of the National Council for Voluntary Organisations (NCVO), 1981. £2.95. A step-by-step guide to help would-be writers produce publishable products in this growing field. Contents include information on the search for suitable sources, on transcribing and translating documents, on analysing and organising material. Authors are also advised on style and presentation of ideas, with examples and exercises of how to do and not to do it. Available from NCVO, 26 Bedford Square, London WC1B 3HU UK.

ELLIOTT, Clark A., editor, *Understanding progress as a process: final report of the Joint Committee on Archives of Science and Technology*. Chicago: SAA, 1983. 64pp. ISBN: 0-88318-430-3. US\$1.50 prepaid or US\$3.00 non-prepaid. Available from Society of American Archivists Chicago headquarters.

EVANS, Frank B., compiler, *Writings on archives published by and with the assistance of UNESCO: a RAMP study*. Paris: UNESCO, 1983. PGI-83/WS/5. Includes monographs, treatises, special studies and journal articles, as well as unrestricted field mission reports (FMR) and documents in UNESCO's working series (WS). Contents are arranged chronologically by year of publication and, thereafter, alphabetically by author's name. The work is indexed by subject content of cited sources and by author. Available from General Information Publications, UNESCO, 7 Place de Fontenoy, 75700 Paris, France.

EVANS, Frank B. and Eric Ketelaar, *A Guide for surveying archival and records management systems and services: a RAMP study*. Paris: UNESCO, 1983. PG-83/WS/6. A tool for senior archivists and administrators who are studying the effectiveness of their programmes. Included are techniques, guidelines and units of measurement for archival services and processes. Available from UNESCO at above address.

GUENETTE, Jean T. and Jacques Gagne, editors, *Inventory of the Collections of the National Film, Television and Sound Archives*. Ottawa: Minister of Supply and Services Canada, 1983. 227 pp. ISBN: 0-662-12438-3. Free. This inventory supersedes the *Inventory of Main Holdings* (Ottawa, 1979) of the Sound Archives Section of the Public Archives of Canada and includes multi-media material acquired before 31 December, 1980. The Inventory is indexed by subject, which includes the names of personalities, titles and content. Available from Communication Services, Public Archives of Canada, 395 Wellington Street, Ottawa, Ontario, K1A 0N3, Canada.

HARRISON, Kate, *Documents, dossiers and the inside dope: how to use Commonwealth Freedom of Information*. Sydney: Public Interest Advocacy Centre and the Australian Consumer Association, 1984. A new book written to encourage individuals to utilise the new FOI legislation and procedures. Available in Australian bookshops.

HENDLEY, Tony, *The Archival storage potential of microfilm, magnetic media and optical data discs*. Hertford: National Reprographic Centre for Documentation, 1983. 77 pp. ISBN: 0-85267-211-X. £10.00. Commissioned by the British National Bibliographic Research Fund, this work offers a comparative view of the indefinite storage potential of three technologically recent recording media. Though the work has a librarianship bias and tends to downplay the potential of prolonging the life of paper media through mass deacidification, it offers an excellent exposition on the characteristics and management problems of the three main media alternatives to paper.

RECORDS MANAGEMENT OFFICE OF NEW SOUTH WALES (RMONSW). *Records Storage Information Handbook*. Records Management Publication No. 10. Sydney: RMONSW, August, 1984. \$5.00. A substantial revision of the earlier publication No. 10 which was entitled *Records Storage Information Sheets*. Available from the RMONSW, 66 Harrington Street, The Rocks, Sydney, NSW, 2000.

ROBERTS, David, compiler, *Media Guide No. 2: Film and Video Holdings*. Sydney: Australian Archives (NSW Region), 1984. A new guide to the holdings of the NSW Region. Available from Australian Archives (NSW Region) PO Box C328, Clarence Street, Sydney, NSW, 2000.

RUTLIDGE, Edmund and David Roberts, compilers, *Media Guide No. 1: Sound Holdings*. Revised edition. Sydney: Australian Archives (NSW Region), 1984. A substantial update of the 1982 publication entitled *Sound Recordings held by Australian Archives, NSW*. Reference Source Analysis No. 1. Also available from Australian Archives (NSW) at the above address.