

Publication Notes

Compiled by Ann Pederson

ADAMS, G. DONALD, Museum Public Relations, Nashville, TN: American Association for State and Local History (AASLH), 1983. 237 pp. Cloth. ISBN: 0-910050-65. US \$18.90 AASLH members; US \$21.00 others. This book received a rave review in the Spring, 1985 *American Archivist* which stressed that the word 'archives' could be substituted for 'museum' throughout with no loss of relevance and stated that 'for archivists struggling to cast a better public light on their work, owning and reading this book is a professional necessity.' Available pre-paid from AASLH Press, P.O. Box 40983, Nashville, TN 37204 USA.

AMERICAN ASSOCIATION FOR STATE AND LOCAL HISTORY (AASLH). TECHNICAL INFORMATION SERVICE. *Technical Reports*. Series issued six times per year. US \$18.00 annually to AASLH members *only*. The goal of this subscription service is to replace and expand the coverage of the discontinued Technical Leaflet Series which provided historical agencies with up-to-date, technical advice. The initial report by Danuel R. Porter III, Director of the NY State Historical Association and the Farmers' Museum Inc. in Cooperstown, NY, USA, is entitled 'Current Thoughts on Collections Policy: Producing the Essential Document for Administering Your Collections'. It is to be followed by 'Audio-visual Programs in the 1980s: How to Present Your Collections through Professional Quality Visuals.' Non AASLH members may purchase any extra copies of the individual reports for US \$10.00 each. Individual memberships in AASLH are US \$30.00 annually. Send your inquiries to the address listed in the first 'Publication Notes' entry.

AMERICAN MUSEUM OF NATURAL HISTORY. *Photographic Cataloging Manual*. New York, NY: American Museum of Natural History, 1984. 72 pp. Paper. US \$10.00 pre-paid. This work is a by-product of a large three-year project to arrange and describe photographs which was funded by the National Historical Publications and Records Commission (NHPRC). Available from the American Museum of Natural History, Central Park West at 79th Street, New York, NY 10024 USA.

ANSELL, LEO J. C.F.C., editor, *Register of Church Archives: A Select Guide to Resource Material in Australia*. Second Edition. Toowoomba, QL: Church Archivists' Society, 1985. 288 pp. Paper. ISBN: 0-9393145-8X. \$12.50 plus \$2.50 postage and handling. This update of his 1982 work more than doubles the number of entries to 146 and is based on information

compiled from a questionnaire sent to repositories throughout Australia. The use of the term 'church records' is defined as 'any records referring in any way to religion, its practice and its history, regardless of where they repose', and so includes listings from government as well as private institutions. Entries contain information on address, location, contact person, telephone, business hours, accessibility, holdings, finding aids, media forms, and services provided. Available from Brother L.J. Ansell, CFC, P.O. Box 756, Toowoomba, QL 4350.

AUSTRALIAN ARCHIVES. *Leaflets*. Canberra: Government Printer, 1984-5. paper. free. The *Red* Series describes the programs, facilities, and services offered by the Australian Archives. The five titles currently available are: Leaflet 1 'The Australian Archives', Leaflet 2 'Programs for Records', Leaflet 3 'Personal Archives Service', Leaflet 4 'Preservation of Commonwealth Records', and Leaflet 5 'Directory of Services for Agencies'. The *Blue* series leaflets explain the requirements of the Archives Act to records creators and users. Titles in this series are Leaflet 1 'The Archives Act', Leaflet 2 'Disposal of Commonwealth Records — Your Responsibilities Under the Act', Leaflet 3 'Information about Commonwealth Records in the National Register of Records', and Leaflet 4 'Public Access to Commonwealth Records Under the Act'. The leaflets are available from AA's Central Office, P.O. Box 34, Dickson, ACT 2602.

COMMITTEE ON THE RECORDS OF GOVERNMENT (U.S.). *Report*. Washington, DC: Council on Library Resources, March, 1985. 191 pp. Paper. Sponsored by the American Council of Learned Societies, the Social Science Research Council, and the Council on Library Resources, this privately-funded, multi-disciplinary effort sought '... to identify and propose means by which governments at all levels might rid themselves of needless and wasteful records while ensuring the preservation of that fraction deserving to be kept'. The study focuses on the records preservation problems of the U.S. federal government, but believes its findings to be equally applicable to state and local authorities. The report is most valuable for its Appendices, which contain overview papers on government records programs, on conservation, and on selected new technologies as they are expected to affect the National Archives and Records Administration (NARA). Available free from the Council on Library Resources, 1785 Massachusetts Avenue, NW, Washington, D.C. 20036 USA.

CONDREN, AVERIL. 'The Finding Aid as Duke of Omnium: A Standard to Fail By', *Australian Library Journal* 34/3 (August, 1985): 29-43. This essay, initially written as part of an assignment in the Diploma in Information Management-Archives Administration course at the University of New South Wales, has won the first ever Metcalfe Medallion, a prize instituted by the Library Association of Australia in 1982. The award is for the most outstanding essay or other piece of work on any topic in the areas of librarianship, information science or archives administra-

tion, submitted by a student taking a first award course in librarianship or archives administration. Congratulations, Averil.

COOK, TERRY, editor. *Archival Citations: Suggestions for the Citation of Documents at the Public Archives of Canada*. Ottawa; ONT: Public Archives of Canada, 1983, 28 pp. Paper. In English and French. ISBN: 0-662-52668-6. Free. A valuable compendium of techniques for citing unpublished materials in a wide variety of formats, including cartographic and architectural records; film, television, and sound records; machine-readable data files; paintings, drawings, and prints; photographs; private manuscripts and government records. Guidelines stress the need for citations to *locate* the cited record within its collection and repository, and, also, to describe it in sufficient detail (title, form, author, date) for it to be clearly identified. An excellent model for a similar work in Australia. Available from: Public Archives, Communication Services, 395 Wellington Street, Ottawa, Ontario, K1A ON3, Canada.

DEISS, WILLIAM A. *Museum Archives: An Introduction*. SAA Basic Manual Series. Chicago, IL: Society of American Archivists, 1984. 37 pp. Paper. ISBN: 0-931828-59-7. US \$4.00 SAA members, US \$6.00 others. Aimed at the Deiss museum professional with little or no archival training, this publication seeks to encourage museums to care for their own operational records by introducing them to the value and importance of archival programmes within the museum context. As the book is designed to complement SAA's other Basic Manuals describing archival functions such as arrangement and description, reference, etc., it does not treat these areas comprehensively, rather it focuses upon those aspects that are pertinent to museum materials and environments. Available from SAA Headquarters (address given in a previous entry).

EASTMAN KODAK COMPANY. *Conservation of Photographs*. Rochester, NY: Eastman Kodak Company, 1985. US \$29.95 pre-paid, plus a handling charge of US \$1.00. This fully illustrated text draws upon the skills of Kodak's technical staff and on the expertise of photographic curators from major U.S. museums to produce a comprehensive treatment of the subject. Order should be addressed to: Photobook, P.O. Box 92922, Rochester, NY, 14692 U.S.A.

HAAS, JOAN K., HELEN WILLA SAMUELS, and BARBARA TRIPPEL SIMMONS. *Appraising the Records of Modern Science and Technology: A Guide*. Boston, MA: Massachusetts Institute of Technology, 1985. 96 pp. Paper. Distributed by the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois, 60605 U.S.A. US \$7.00 SAA members, US \$9.00 others. Based on traditional appraisal principles and practices, this pioneering work emphasises the need for archivists to understand how scientific and technological work is done, the activities that are undertaken, and the documents published as well as unpublished. Generously illustrated, it describes the personal, professional

and research activities of scientists and engineers and the variety of records which result from them. The *Guide* can be useful in several phases of archival work: in developing retention guidelines for sci-tech institutions, in determining whether or not to acquire an individual collection, and in guiding processing archivists in re-appraising, arranging, and selecting the appropriate level of description for scientific materials. Available from SAA Headquarters.

HENDRIKS, KLAUS B. *The Presentation and Restoration of Photographic Materials in Archives and Libraries: A RAMP Study*. General Information Programme and UNISIST. Paris: UNESCO, 1984. (P61-84/WS/1) 121 pp. Paper. These UNESCO publications are available for the cost of postage and a handling fee from: Hunter Publications, P.O. Box 404, Abbotsford, VIC 3067. Allow 8-10 weeks for receipt.

KUIA, SAM. *The Archival Appraisal of Moving Images: A RAMP Study with Guidelines*. General Information Programme and UNISIST. Paris: UNESCO, 1983. (DGI-83/WS/18) 130 pp. Paper.

NAUGLER, HAROLD. *The Archival Appraisal of Machine-Readable Records: A RAMP Study with Guidelines*. General Information Programme and UNISIST. Paris: UNESCO, 1984. (PGI-84/WS/27) 161 pp. Paper. This study concentrates upon the Canadian approach to machine-readable records appraisal and gives it a very thorough treatment.

WITTEBORG, LOTHAR P. *Good Show! A Practical Guide for Temporary Exhibitions*. 172 pp. Spiral bound. ISBN: 0-86528-007-X. US \$18.95. Distributed by the American Association for State and Local History (AASLH). Compiled for the Smithsonian Institution Travelling Exhibition Service (SITES), the book covers advance planning, fabrication, illumination, labelling, installation, security, handicapped areas, evaluation, tools and raw materials and is essential reading for archivists planning a travelling exhibit.