

# Publication Notes

Compiled by Ann Pederson

ARNOLD, BARBARA. *Information-Sharing for Local Government in Australia*. Melbourne: Royal Melbourne Institute of Technology (RMIT), Department of Librarianship, 1984. Paper. ISBN 0-86444-411-7. \$20.00 plus postage in Victoria \$1.20, other states \$1.55. Send orders and enquiries to: RMIT Bookshop, 6 Bowen Street, Melbourne, VIC, 3000.

FLINT, JOHN and ANNE BERRY. *Local Studies Collections: Guidelines and Subject Headings for Organising and Indexing Resources*. Second Edition. Sydney: Library Association of Australia (NSW Branch), 1985. Paper. \$15.00 LAA members, \$18.00 others. Postage \$1.50. This book primarily discusses subject indexing of local history materials *excluding* archives and manuscripts. Most of the text is a list of subject headings for indexing local collections. Available from the Library Association of Australia, 376 Jones Street, Ultimo, NSW, 2007.

HIBBINS, GILLIAN, CHARLES FAHEY and MARK ASKEW. *Local History: A Handbook for Enthusiasts*. Sydney: Allen and Unwin, February 1985. 149p. ISBN 0-86861-756-3. Hardcover \$19.95, Paper \$9.95. ISBN 0-86861-764-4. This book is described as a comprehensive manual designed to introduce the amateur to different written and pictorial sources available for local history and help them in working with librarians, archivists and genealogists. The text sets out how to find information, assess its reliability, and what steps to take in uncovering the history of people, places and buildings. Send enquiries and requests for copies to: George Allen and Unwin Pty. Ltd., P.O. Box 764, North Sydney, NSW, 2060.

INFORMATION SYSTEMS CONSULTANTS, INC. *Videodisc and Optical Digital Disk Technologies and Their Application in Libraries*. Washington, DC: Council on Library Resources, 1985. Paper. US\$6.00 pre-paid. The first chapter describes the forms of optical media and their potential for library applications. Bulk of text addresses specific products and projects. A technical appendix explains procedures for converting text, graphics, and audio to digital form. Address orders to Videodisc Report, Council on Library Resources, 1785 Massachusetts Avenue, N.W., Washington, D.C. 20036, USA.

**LIBRARY COUNCIL OF VICTORIA.** *Directories of Melbourne, 1857-1900.* Microfiche. The directories of Melbourne appear annually from 1857 onwards. Names of householders are arranged alphabetically, as well as by street and suburb and by trade or profession. Additional information is available on local and state government bodies and through the extensive advertisements. D. *Sands and Kenny Melbourne Directories 1857-1861.* 5 volumes. 23 microfiche with index. \$22 including postage. E. *Sands and Mcdougall Melbourne Directories 1862-1872.* 11 volumes to date. Further volumes will be released shortly in sets covering ten years each to 1900. Present set of 103 microfiche with indexes. \$100 including postage. Available from: Library Council of Victoria, State Library of Victoria, Melbourne, VIC. 3000.

**LIBRARY COUNCIL OF VICTORIA.** *Directories of Victoria, 1839-1900.* Microfiche. The publications are released as separate sets of 24x diazo duplicates in protective plastic sleeves. Each set has a hard copy index included with it. Titles available include: A. *Port Phillip/Victoria Directories, 1839-1867.* 39 volumes. Also includes an index to towns and regions covered and a chronological listing of all directories in the set. 64 microfiche with indexes and lists. \$65 including postage. B. *Bailliere Official Post Office Directories of Victoria, 1868-1881.* 6 volumes comprising directories for 1868, 1869, 1870, 1871-1872, 1875 and 1880-81. 49 microfiche with index. \$50 including postage. C. *Wise's Victoria Post Office Directories, 1884-1900.* 7 volumes comprising directories for 1884-85, 1888-89, 1891-92, 1893-94, 1897-98 and 1899-1900. 125 microfiche with card index to each volume. \$85 including postage. Available from address above.

**MIDDLETON, MICHAEL and WINNIE WONG.** *Guide to Computer Use for Information Management Courses at the University of New South Wales.* Sydney: University of New South Wales, School of Librarianship, February 1986. 138p. Paper. ISBN 0-85823-530-7. \$5.00. The work contains brief introductions to computers, telecommunications and the School of Librarianship computers: IBM/PC, TRS80, Apple, Zilog, as well as off campus computing facilities, e.g. AUSTPAC, MIDAS, Australian Bibliographic Network, AUSINET, Lucas Heights Research Labs and CSIRONET. The *Guide* also includes sample demonstrations of the UNSW networks, word processing systems available plus a selection of Database Software, e.g. PROFILE III and dBASE III, spreadsheet software, special applications software and external computing systems STAIRS, BRS/Search, ORBIT, Dialog, RLIN (Research Libraries Group), INIS (Lucas Heights), URICA (AWA), ABN (National Library of Australia), Medline, ESA/Quest (European Space Agency), I.P. Sharp and CSIRONET Australis. Available from the School of Librarianship, UNSW, P.O. Box 1, Kensington, NSW, 2033.

MYERS, ROBIN, editor. *Records of the Stationers Company 1554-1920*. Cambridge, UK: Chadwyck-Healey, Ltd., 1984. + 35mm silver halide microfilm. Positive. 115 reels. With Guide. ISBN 0 85964 160 0. £3,950. Quoted as being "the single most important source for the history of the English book trade" ... this edition makes the full range of records of the Stationers' Company available to researchers, including those held in the Public Record Office and in other collections and the relevant indexes. A brochure describing the contents of the microfilm edition is available on request. Orders and enquiries should be addressed to: Chadwyck-Healey Ltd., 20 Newmarket Road, Cambridge, CB5, 8DT, UK.

NATIONAL LIBRARY OF AUSTRALIA. *Guide to Collections of Manuscripts Relating to Australia: A Selective Union List*. Canberra: National Library of Australia, 1986. 21 microfiche set. 42x reduction. ISSN-0725-9107. \$20.00 a set. The 1986 edition also includes series A to C (originally in loose leaf format), the previously unpublished series D, and a consolidated Name Index to all four series. The *Guide* is arranged into two parts: (1) Entries numerically within Series A to D: and (2) a Name Index to the collections and broader sub-groups. The scope of the *Guide* excludes 'most government records, theses deposited in university libraries, maps and manuscripts covered by the Australian Joint Copying Project, and the Pacific Manuscripts Bureau' and collections held overseas. Microfiche updates will be produced as required. Requests for copies should be addressed to the Sales and Subscriptions Section, National Library of Australia, Canberra, ACT, 2600.

NATIONAL LIBRARY OF AUSTRALIA. AUSTRALIAN BIBLIOGRAPHIC NETWORK. *ABN Subject Cataloguing Manual*. Canberra: National Library of Australia, 1985. 250+pp. Paper. Looseleaf. ISBN 0 642 99334 3. A\$50.00. A companion work to the *ABN Cataloguing Manual*, this volume maintains strict conformity with Library of Congress practice while modifying Library of Congress terms and subject headings to suit the Australian context. Order from Sales and Subscriptions Section, National Library of Australia, Canberra, ACT, 2600.

ORLOVICH, PETER. *Introduction to the Management of School Archives*. Kensington, NSW: University of New South Wales, School of Librarianship, 1985. 17pp. Paper. Unbound. An excellent set of notes prepared for a seminar on school archives held in August, 1985. Particularly useful are the definitions of archives, list of archival responsibilities, points to be included in an archive policy document and criteria for identifying archives. A small number of copies are available free from Dr Peter Orlovich, Head of School of Librarianship, University of NSW, P.O. Box 1, Kensington, NSW, 2033.

**PUBLIC ARCHIVES OF CANADA. MACHINE READABLE ARCHIVES DIVISION.** *Bulletin*. 1983+ quarterly. 4pp. Paper. Free. The purpose of the *Bulletin* is to promote information on or about machine readable data creation and use by social science researchers. The *Bulletin* is bi-lingual with a limit of 2 pages per language. Each issue consists of four sections: new acquisitions/recently processed files; activities; upcoming events; and notes (including information on new publications). The *Bulletin* is distributed at the end of May, August, November and February. The first five issues cover: the results of a survey of the division in 1982; the appraisal of machine-readable data; descriptions of finding aids developed by the division; processing of machine-readable data files, reference services and costs incurred; and conservation programmes. Address enquiries and requests for copies to: Chief, Documentation and Public Service Section, Machine Readable Archives Division, Public Archives of Canada, 395 Wellington Street, Ottawa, Ontario, Canada, K1A 0N3.

**RECORDS MANAGEMENT ASSOCIATION OF AUSTRALIA (RMAA).** *Bridging the Gap in 1985. 2nd National Convention: Advancing Information and Records Management. Sydney 15th-17th September 1985.* Sydney: RMAA, 1986. 100p. Paper. \$40.00. Subjects covered by the convention proceedings include: computerising records, the impact of voice technology, bar code applications, the role of AUSSAT in the distribution of data base information, updatable microfiche, stress management, keyword and KWOC indexing. Available from the RMAA (NSW Branch), P.O. Box R53, Royal Exchange, Sydney, NSW, 2000.

**RICHARDSON, JOANNA and JAMES HENRI, compilers, L.I.S.T. A** *List of Acronyms and Initialisms in Information Studies.* 2nd edition. Wagga Wagga: Riverina — Murray Institute of Higher Education, Centre for Library Studies, 1985. Paper. \$9.00 including postage. An alphabetical listing of the important acronyms and initials currently found in information studies literature. Whilst the more common international terms are included the emphasis is on Australian terms. Address orders and enquiries to: The Co-ordinator, Centre for Library Studies, Riverina-Murray Institute of Higher Education, P.O. Box 588, Wagga Wagga, NSW, 2650.

**RICKS, BETTY R. and KAY F. GOW.** *Information Resource Management.* Cincinnati, OH: South-Western Publishing Company, 1985. 528pp. Paper. ISBN 0-538-11500-9. No price given. Written as a text book for community college courses in records management in the U.S. This work offers the usual basic principles and practices of records management, complete with review questions and case study problems. Also offers such useful items as cost comparison charts for microform systems, storage capacity formulae for various types of file housings, and methods for determining the floor loading requirements for different equipment.

RIEMER, DEREK, editor, assisted by DAVID MATTISON and ALLEN SPECHT, *Voices: A Guide to Oral History*. Victoria, BC: Provincial Archives of British Columbia, 1984. 72pp. Paper. ISBN 0-7718-8396-X. C \$4.50. This practical guidebook covers which recorders to use; the advantages of cassettes versus reel-to-reel tapes; and the relationship between interviewer and interviewee. The work also includes detailed coverage of how to index, copy, and transcribe taped materials with examples of release forms, index cards, and other written records of the interview. Available from the Provincial Archives of British Columbia, Victoria, Vancouver Island, British Columbia, Canada.

SEIFRIED, CHRISTOPHER, editor, *Guide to Canadian Photographic Archives*. Ottawa: Public Archives of Canada, 1984. 727pp. Paper. ISBN 0-660-52274-8. C\$42.00. A basic reference tool for entrance into Canadian pictures collections, the guide contains descriptions of most of the processed images in almost all the public collections. The index appears to be comprehensive and well cross-referenced. Full addresses and descriptions of the custodial institutions are not included. Available from the Communications Service, Public Archives, 395 Wellington Street, Ottawa, Ontario, K1A ON3, Canada.

SOCIETY OF AMERICAN ARCHIVISTS (SAA). New publications of interest include: EVANS, MAX J. and LISA B. WEBER. Compilers. *MARC for Archives and Manuscripts: a Compendium of Practice*. Chicago: SAA, 1985. Notebook with insert pages. US\$15 SAA members, US\$20 others. Compares how members of the Online Computer Library Center (OCLC) and the Research Libraries Group (RLG) interpret and use the data elements of the MARC format for describing and reporting information about archives and manuscripts collections (AMC). The manual, organised in field number order, summarises the MARC AMC format for each field and describes user's local practices and variations with examples. SAHLI, NANCY, compiler, *MARC for Archives and Manuscripts: The AMC format*. Chicago: SAA, 1985. Notebook with insert pages. US\$20 SAA members, US\$30 others. When ordered together with EVANS and WEBER the cost is US\$32 members, US\$45 others. A multi-part users' manual which explains the structure, definitions, and elements for the US MARC Archival and Manuscripts Control (AMC) format, which many archivists now feel is *the key* to world wide sharing of information about archival materials. The manual describes the format history, its structure and implementation and has examples of data entry forms and completed entries of various types. It includes the *Data Element Dictionary*, a bibliography and a glossary. PETERSON, GARY M. and TRUDY H. PETERSON. *Archives and Manuscripts: Law*. Chicago: SAA, 1985. Paper. US\$9 SAA members, US\$13 others. Based on US law but still useful to point out legal questions that confront archivists and methods of analysing and resolving legal issues. Special topics of interest include: copyright, replevin, legal evidence, access policy, instruments of

donation, how to work with a solicitor, and the process of litigation. All titles are available from the Society of American Archivists, 600 South Federal, Suite 504, Chicago, Illinois, 60605, U.S.A.

**SOCIETY OF ARCHIVISTS (UK).** More recent publications include: **NEWTON, CARL**, *Strategic Planning for Records Management and Archives*. RMP4: 1984. ISBN 0-902886-16-9. £3 to non-members, £2 to members. **PHILLIPS, C.M.** and **C.M. WOOLGAR**, *Computerising Archives: Some Guidelines*. CAPI: 1985. ISBN 0-902886-17-7. £3.50 to non-members, £2.50 to members. *Archives and Education: Conference Proceedings 1984*. ES C2: 1985. ISBN 0-902886-18-5. £2.25 to non-members, £1.50 to members. Copies of these works may be obtained by writing to David Lamb, Hampshire Record Office, 20 Southgate Street, Winchester, Hants, SO23 9EF, England, UK.

**SOCIETY OF ARCHIVISTS (UK). RECORDS MANAGEMENT GROUP.** *Records Management 7*. London, UK: Society of Archivists, 1984. 36pp. Paper. ISBN 0-902886-10-2. £1.80. And *Records Management 8*. London, UK: Society of Archivists, 1983. 33pp. Paper. ISBN 0-902886-11-8. £1.50. Both of these publications are products of one-day seminars sponsored by the Records Management Group of the U.K. Society of Archivists and contain four papers each followed by a summary of the closing plenary session discussion. *Records Management 7* includes papers on the merger of records management with other information technology professions and the periodic review of records vs. retention scheduling approaches to disposal. *Records Management 8* discusses topics such as the records management archives continuum, costs and benefits of records centre vs. office space storage, records retention policy and protection of individual privacy. Inquiries about these publications should also be addressed to: David Lamb, Hampshire Record Office, 20 Southgate Street, Winchester SO23 9EF, England, UK.

**STATE LIBRARY OF NEW SOUTH WALES. PUBLIC LIBRARIES DIVISION**, *Union List of Local Newspapers in New South Wales Public Libraries*. Sydney: State Library of NSW Public Libraries Division, 1985, 92pp. Paper. ISBN 0-7305-1452-8. Free, though copies are limited. This publication is a by-product of a survey of local studies collections in NSW public libraries. The Union List is in three parts: Newspapers by title, newspapers by holding library, and a short list of indexed newspapers. Newspaper title entries give current and previous titles, date of first publication, place of publication, library holding, general date ranges held, format held, and whether or not the paper has been indexed. It is anticipated that this list will be updated regularly. Available from the Public Libraries Division, State Library of NSW, Legal and General Centre — Level 8, Sydney, NSW, 2000.

WALNE, PETER, editor. *Modern Archives Administration and Records Management: a RAMP Reader*. Paris: UNESCO, December 1985. PGI-85/WS/32. English translations and reprints of articles by archivists from around the world. Available from Hunter Publications, P.O. Box 404, Abbotsford, VIC., 3067, the distributor of UNESCO publications in Australia.