

Publication Notes

Edited by Ann Pederson

ANDREWS, PATRICIA A. and BETTYE J. GRIER, compilers and editors, *Writing on Archives, Historical Manuscripts and Current records, 1979-1982*. Chicago: Society of American Archivists, 1985. Paper. US\$2.00 postage and handling. This work updates and consolidates the annual bibliography of writings from the *American Archivist*. It is planned that the National Archives and Records Administration (NARA) will begin publication of an annual bibliography. Copies of this limited bibliography are available from the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL. 60605. U.S.A.

AUSTRALIAN ARCHIVES. *Citations*. Canberra: Australian Archives, 1985. Leaflet. Free. The Australian Archives has produced a leaflet to help users understand the system of arrangement and description employed at Australian Archives and to assist researchers in the correct citation of archival material. Copies are available from any Australian Archives Regional Office or by writing to Australian Archives, P.O. Box 34, Dickson, A.C.T. 2602.

BAXTER, ANGUS. *In Search of Your European Roots: A Complete Guide to Tracing Your Ancestors in Every Country in Europe*. Baltimore, MD: Genealogical Publishing Company, Inc. 1985. 289 pp. Paper US\$12.95. No further information available.

BEATTIE, LORRAINE. *University of Waterloo Emergency Procedures Manual and Disaster Plans*. Library Technical Paper No. 2. Waterloo, Ontario: University of Waterloo Publications Service, 1986. 35 pp. C\$18.50. This manual focuses on water-related disasters, and includes preventative measures; procedures to follow in responding to an emergency; resources (personnel and equipment) available to the Library during a disaster; handling water-damaged materials, and *University of Waterloo Safety Manual*. Library Technical Paper No.1. Waterloo, Ontario: University of Waterloo Publications Service, 1986. No other publishing details given. The *Safety Manual* was developed to ensure that staff had a way of systematically dealing with various emergency situations, thereby avoiding uncertainty of action and preventing chaos. Emergency situations covered include bomb threats, elevator failure, fire, flooding or water leaks, fumes, injuries/medical problems, personal harassment/deviant behaviour, power failure and takeover of

buildings/sit-ins/hold-ups/ robberies. University of Waterloo Library publications are available from: University of Waterloo, Publications Service, Dana Porter Library, Waterloo, Ontario, Canada, N2L 3G1.

COOK, MICHAEL. *The Management of Information from Archives*. Aldershot, Hampshire, U.K.: Gower, 1986. 248 pp. Indexed. US\$34.50. 0-566-03504-9. This book incorporates the findings of recent research on the structuring and presentation of finding aids for archives, particularly the efforts to establish new standards for archival description. Available from Gower Publishing Australia, 85 Whiting Street, Artarmon, N.S.W. 2064. Contact Gower for price in Australian dollars and extra cost for shipping.

D'AZIENZO, DARIA. *Filing and Record-Keeping Manual for the University of Connecticut*. Storrs CT: Babbidge Library, University of Connecticut, 1986. US\$3.00. Copies may be obtained by writing to the Business Services Office, Homer Babbidge Library, University of Connecticut, Storrs, CT 06268, U.S.A.

DEPARTMENT OF ECONOMIC HISTORY. UNIVERSITY OF MELBOURNE. *Australian Corporate History Bulletin*. Newsletter of the Australian Corporate History Programme, University of Melbourne. Twice yearly. The purpose of this publication '... is to encourage the serious study of corporate history in Australia and its region.' It will include reports of research projects, accounts of new approaches and findings, reviews of relevant publications, biographical essays, reports on archival collections, and accounts of overseas developments in the field. The newsletter is edited by Professor C.B. Schedvin, Department of Economic History, University of Melbourne, Parkville. VIC. 3052 and present and future copies may be obtained by request to that address.

GRAY, DAVID P., compiler, *Records Management for Parishes and Schools*. Bismarck, ND: Diocese of Bismarck, 1986. No further publishing information or cost given. This handbook contains information on establishing a records management program, the care of archives, sample forms, glossary and general retention schedules. For additional information contact the Diocesan Archivist, Box 1137, Bismarck, ND, 58502, U.S.A.

HEDLEY AUSTRALIA announces the publication of a two volume deluxe limited edition of books relating to Matthew Flinders which are printed on archival paper and hand bound in quarter leather and presented in a cloth slipcase. The volumes are Volume I: INGLETON, GEOFFREY C., *Matthew Flinders Navigator and Chartmaker*. 500 pp. 284 illustrations. Indices. ISBN 0-949104-00-0 \$850.00. Volume II: *Matthew Flinders Private Journal, 1803-1814*, a facsimile of the manuscript journal held by the Mitchell Library. 372 pp. Index of persons. ISBN 0-949104-01-9. \$175.00. The set is limited to 550 numbered copies, 350 of which are to be available in Australia. To be published by Genesis Publications Ltd., England in association with Hedley Australia in August, 1986. Prices are

subject to currency fluctuations and orders may be placed with Hedley Australia, P.O. Box 1058, Ivanhoe, Vic. 3079.

HOUGHTON LIBRARY. HARVARD UNIVERSITY. *Catalogue of Manuscripts and Inventories*. Alexandria, VA: Chadwyck — Healey Inc., 1986. 8 volumes (4000 pp.). Hand bound acid free paper and 331 microfiche. ISBN 0-89887-040-2. £1,450. Printed catalogue only £995. Note: Subscribers to the *National Inventory of Documentary Services* in the United States (see 'Publication Notes', *Archives and Manuscripts* 13/1 May, 1985 p.99) receive the 331 microfiche of the inventories as part of their subscription. Address requests for information and orders to: Chadwyck — Healey Ltd., Cambridge Place, Cambridge CB2, INR, U.K.

JONES, BARRY and M.V. DIXON. *The Macmillan Dictionary of Biography*. Revised edition. London: Macmillan, 1986. 900 pp. Hardcover \$49.95. Available in Australia from Globe Book Services, Locked Bag 12, South Melbourne, 3205.

LEVY, SIDNEY J. and SOCIAL RESEARCH, INC. *The Image of Archivists: Resource Allocators' Perceptions: A Report*. Chicago, IL: Society of American Archivists, 1985. No further publishing details given. US\$5.00. Better known by its short title, The Levy Report, this important study interviewed forty-four resource allocators to assess their views of archivists, archival work, and the primary functions and goals of archives. The results are most revealing and have led the Society of American Archivists (SAA) to prepare a summary, analysis, and suggestions paper to accompany the full report. The analysis entitled *Archivists' Resource Allocators: The Next Step* is available (implication for free) from James E. Fogerty, Chair, SAA Committee on Regional Activity, 1500 Mississippi Street, St. Paul, MN 55101, U.S.A., while the Levy Report may be purchased from the Executive Offices, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605, U.S.A.

MAKEPEACE, CHRIS E., *Ephemera: A Book on its Collection, Conservation and Use*. Aldershot, Hampshire, U.K. Gower, 1985. 256 pp. Indexed. US\$29.50. 0-566-03439-5. Ephemera and its management poses problems for archives and libraries which this book attempts to solve. Available from Gower Publishing Australia (address given under COOK, MICHAEL entry).

MERRIL-OLDHAM, JAN and MERRILY SMITH, editors, *The Library Preservation Program: Models, Priorities, Possibilities: The Administrative Challenge: Proceedings of a Conference, April 29, 1983, Washington, D.C.* Chicago IL: American Library Association (ALA) 1985. 118 pp. Paper, US\$8.95. This is the first of a joint ALA — Library Congress three publication series; the other two titles currently in preparation are the proceedings of the 1984 Conference 'Library Preservation: Implementing Progress' and the August 1985 Workshop

'Library Preservation: Fundamental Techniques'. The text now in release focuses upon planning and administration of preservation programs and is intended for top-level managers. The 'implementation' volume will be used by middle managers and the 'techniques' book by book repair staff. Although there is no specific content on archives *per se*, the book's authors represent the leading figures in library conservation planning and administration in the U.S. Available from American Library Association, Order Department, 50 E. Huron Street, Chicago, IL. 60611, U.S.A. The Preservation Office, Library of Congress, Washington, D.C. 20540, U.S.A. Note: The Library of Congress charges foreign customers 25% of the total order cost as a fee to cover handling; you may wish to write to clarify this before you order.

NATIONAL ASSOCIATION OF GOVERNMENT ARCHIVISTS AND RECORDS ADMINISTRATORS (NAGARA). *Preservation Needs in State Archives*. Albany, NY: NAGARA, 1986. No price or other publishing details given. This report describes the results of a survey of U.S. State archives and their document preservation programs and makes a number of recommendations regarding facilities and measures to encourage State archives to develop plans and resources to handle their considerable preservation obligation. The report is available from NAGARA, New York State Archives, Room 10A75, Cultural Education Center, Albany, New York. 12230. U.S.A.

NATIONAL LIBRARY OF AUSTRALIA (NLA). *APAIS Thesaurus: A List of Subject Terms used in the Australian Public Affairs Information Service - Third Edition*. Canberra: NLA, 1986. 145 pp. Paper. ISBN 0-642-1043-4. \$15.00. APAIS is a subject index to scholarly journals, periodicals, conference papers and book and newspaper articles in the social sciences and humanities. Fifteen hundred titles are indexed annually and the *APAIS Thesaurus* controls the descriptors under which titles are indexed. Copies of the new *APAIS Thesaurus* are available from the Sales and Subscriptions Section, NLA, Canberra, ACT. 2600.

PAUL, KAREN DAWLEY, *Records Management Handbook for United States Senators and their Repositories*. U.S. Senate Bicentennial Publication No. 2. Washington, D.C: U.S. Government Printing Office, 1985. 130 pp. paper. Free. This handbook is designed to guide staff members responsible for managing the personal papers of Senators, in their offices. The advice covers such topics as the creation, use and control of personal records in various media, micrographics, subject indexing, weeding, automated records, and donating personal papers to a repository. The book has been well-reviewed by U.S. archival journals and is available from the U.S. Senate Historical Office, Washington, D.C. 20510, U.S.A.

PEMBERTON, P.A., compiler, *Pure Merinos and Others: The 'Shipping Lists' of the Australian Agricultural Company*. Canberra: Archives of Business and Labour, Australian National University, 1986. ISBN 0-

86784-796-4. \$9.50. This new book opens with a general history of the Australian Agricultural Company and its associated firm The Peel River Land and Mineral Company at Port Stephens, Tamworth, the Liverpool Plains, and Newcastle during the nineteenth century. This narrative is followed by the Shipping Lists which is indexed by passengers' names. Fifteen appendices list officers and directors of the company, give details of early land sales, identify churches, schools on company estates and describe the records of the companies held by the ANU Archives of Business and Labour. Orders should be placed through Bibliotech, ANUTECH Pty. Ltd., G.P.O. Box 4, Canberra, A.C.T. 2601. Do not send money or cheques with your order as an invoice will be raised and sent to you reflecting the cost of the book and the postage and shipping charges.

PRESSNELL, L.S. and JOHN ORBELL. *A Guide to the Historical Records of British Banking*. Aldershot, Hampshire, U.K: Gower, 1985. 164 pp. Hardcover. Index to lists of bank records. US\$45.00. ISBN 0-566-03542-1. The guide describes the surviving records of over 600 operating or defunct banks in England, Scotland and Wales and is one of a series of industry studies promoted by the U.K. Business Archives Council. Available from Gower Publishing Australia.

RICHMOND, LESLEY and BRIDGET STOCKFORD, *Company Archives*. Aldershot, Hampshire, U.K: Gower, 1986, 620 pp. Hardcover. Indexed (name, subject, place). US\$78.50 plus postage. ISBN 0-566-03547-2. The results of a survey of one thousand of the oldest SURVIVING limited companies in England and Wales carried out by the UIC Business Archives Council. Contents include an introduction, users' guide, lists of records of company archives and indices. Inquiries should be addressed to: Gower Publishing Australia.

S.D. WARREN COMPANY, a DIVISION OF SCOTT PAPER COMPANY. *Paper Performance*. Boston, MA: S.D. Warren Company, 1980. Booklet. Free. This brief report is based on a talk by Lewis H. Brown at the 1980 Conference of the Book Manufacturing Institute and gives an illustrated overview of the problems of paper preservation. Available from the S.D. Warren Company, 225 Franklin Street, Boston, MA 02101, U.S.A.

SMITH, BETTY PEASE, editor. *Directory of Historical Agencies in North America*. 13th edition. Nashville, TN: American Association for State and Local History (AASLH), 1986. 695 pp. Paper. ISBN 0-910050-77-5. US\$58.45 to AASLH members, US\$64.95 others. The most complete guide to historical agencies in the U.S. and Canada, comprising over 13,000 listings including genealogical depositories, and history centres, folklore societies and living history groups, in addition to libraries, archives, historical societies and museums. The index section lists agencies by category of interest or affiliation, as well as by name. Available from the American Association for State and Local History (AASLH), 172 Second Avenue North, Suite 102, Nashville, TN 37201, U.S.A.

SMITH, MERRILY, A., Compiler, *Matting and Hinging of Works of Art on Paper*. Washington, DC: Library of Congress, 1981. 32 pp. Paper. US\$4.75. LC Stock number 030-000-00134-6. A comprehensive presentation of the techniques developed and used by the Library of Congress. Orders require prepayment in US dollars of book price plus an extra 25% handling fee and should be sent to: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, U.S.A.

SOCIETY OF AMERICAN ARCHIVISTS. TASK FORCE ON GOALS AND PRIORITIES. *Planning for the Archival Profession: A Report of the SAA Task Force on Goals and Priorities*. Chicago: Society of American Archivists, 1986. 42 pp. Paper. No other publishing details available. This report, prepared by an ad-hoc group of eminent North American archivists is described as 'a plan for planning' and is intended to institutionalise planning as an ongoing process within and among archivists and archival repositories. It is a remarkable document and is highly recommended reading. As it was sent free to all SAA members, it may be available without cost. Send inquiries to Executive Offices, Society of American Archivists, 600 S. Federal, Chicago, IL. 60605, U.S.A.

TAYLOR, PRISCILLA, editor and H.E. KLINGELHOFER, K.W. RENDELL and J.M. TAYLOR, co-editors, *Manuscripts: The First Twenty Years*. Westport, CT: Greenwood Press, 1984. 429 pp. Clothbound. US\$29.00. Society of American Archivists members, US\$35.00 others. A selection of fifty-six articles reprinted from *The Autograph Collector's Journal* or *Manuscripts*, the leading serials in the field of manuscripts collecting in North America. Available from the Executive Offices of the Society of American Archivists (address given in a previous entry).

UNESCO. Publications can be ordered from Education Supplies Pty Ltd., P.O. Box 33, Brookvale N.S.W. 2100, telephone (02) 93 0201; Hunter Publications, P.O. Box 404, Abbotsford Vic. 3067, telephone (03) 417 5361; or United Nations Association of Australia (Victoria) 341 Collins Street, Melbourne, Vic. 3000, telephone (03) 62 1781.

UNIVERSITY MUSEUM ARCHIVES. UNIVERSITY OF PENNSYLVANIA. *Preserving Field Records: A Manual*. Philadelphia, PA: The University Museum of Archaeology — Anthropology, 1986. US\$6.95. This new publication, financed by a grant from the U.S. National Historical Publications and Records Commission (NHPRC) presents archival techniques for archaeologists and anthropologists. Copies may be ordered from The University Museum of Archaeology — Anthropology, Publications Division, 33rd and Spruce Streets, Philadelphia, PA. 19104, U.S.A.

WALCH, TIMOTHY, editor, *Guardian of Heritage: Essays on the History of the National Archives*. Washington, DC: National Archives and

Records Administration, 1986. 93 pp. Paper. US\$7.00. This paperback volume includes essays from the National Archives journal *Prologue* and new pieces from James G. Bradsher, Trudy H. Peterson, and former Archivists of the U.S. Robert M. Warner on the history of the institution. Copies may be ordered from Dept. 417, Publications Sales Branch (NEPS), National Archives, Washington, D.C. 70408, U.S.A.

WORTH READING: The Archivist and The Information Age

'Worth Reading' is a new experiment for *Archives and Manuscripts* and is designed to acquaint readers with recent articles exploring issues and ideas of concern to archivists. It is proposed that each brief selection of readings be organised around a theme or topic of interest so that differing views may be presented. This first list was contributed by Ann Pederson, and the editors hope that readers will compile and contribute similar lists and/or suggest topics on which they would like to see future readings prepared. Send your lists and ideas for topics to:

Ann Pederson, Editor, Publication Notes, School of Librarianship, University of N.S.W., P.O. Box 1, Kensington, N.S.W. 2033.

"The Archivist and the Information Age"

COOK, TERRY, 'From Information to Knowledge: An Intellectual Paradigm for Archives', *Archivaria* Vol 19, Winter 1984-85 pp.28-49.

KESNER, RICHARD, 'Automated Information Management: Is There a Role for the Archivist in the Office of the Future?' *Archivaria* Vol 19, Winter 1984-85 pp.

NESMITH, TOM, 'Toward the Discipline of Archives', *Archivaria* Vol 19, Winter 1984-85 pp.16-20.

TAYLOR, HUGH, 'Information Ecology and the Archives of the 1980's' *Archivaria* Vol 18, Summer 1984 pp.25-37.

TAYLOR, HUGH, 'Through the Minefield', *Archivaria* Vol 21, Winter 1985-86 pp.180-185.