

# PUBLICATION NOTES

**Edited by Sigrid McCausland**

DOLLAR, CHARLES M. *Electronic records management and archives in international organisations: a RAMP study with guidelines*. Paris: UNESCO, 1986. 165pp. PGI-86/WS/12. No further information available. UNESCO publications can be ordered from Educational 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.

FRANZ, ECKHART G. *Archives and education: a RAMP study with guidelines*. Paris: UNESCO, 1986. 59pp. PGI-86/WS/18. Includes bibliography. Suppliers as above.

HUNTER, GREGORY S. *An introduction to archives and manuscripts*. Littleton, Colo: Libraries Unlimited, 1987. c.400pp ISBN 0 87287 574 1. An introductory work, aimed at librarians responsible for archival materials. Produced as a text for North American archives courses. Available from Libraries Unlimited.

KAMMEN, CAROL. *On doing local history: Reflections on what local historians do, why and what it means*. Nashville, TN: American Association for State and Local History (AASLH), 1986. ISBN 0910050 81 3 180pp. Paperback. US \$13.50. Index. Looks at the development of local history in an international context. A how-to manual for practitioners, amateur and professional. This book will also appeal to curators of local history collections because of its emphasis on the diverse uses of local history materials and on their promotion. Available from AASLH Order Department, 72 Second Avenue North, Suite 102, Nashville, Tennessee. 37201. U.S.A.

LAMBERT, STEVE and SUZANNE ROPIEQUET, editors. *CD-ROM: The New Papyrus; The Current and Future State of the Art*. Redmond, Wash.: Microsoft Press, 1986. 619pp. ISBN 0914845 75 6 (hardbound) U.S. \$34.95; ISBN 0914845 75 6 (paperback) U.S. \$21.95. A comprehensive introduction to CD-ROM (Compact Disc Read Only Memory) technology. CD-ROM is gaining in popularity as a medium for recording and storing information, and is destined to become significant member of the family of machine-readable records to be controlled and

documented by the archivist. This volume includes articles on hardware; systems and retrieval software; and applications of CD-ROM.

McCRANK, LAWRENCE J., editor. *Archives and Library Administration: Divergent Traditions and Current Concerns*. New York: The Haworth Press, 1987. 184pp. Index. ISBN 0 86656 590 6. Hardbound. U.S. \$24.95. Originally published as *Journal of Library Administration*, Volume 7, Numbers 2/3, September 1986. A compilation of recent American analyses of one of the enduring controversies in archives administration. Stresses the need for co-operation between archivists and librarians, starting with greater awareness of each other's basic roles. The contributions on automation suggest that bibliographic networks and integrated library-archives systems could be very important for the future of archives. Conservation and education are also covered. Available from The Haworth Press, Inc., 12 West 32 Street, New York, N.Y. 10001. U.S.A. Distributor for Australia and New Zealand is DA Books (Aust) Pty. Ltd., 11-13 Station Street, Mitcham, Victoria, Australia. 3132.

McDONALD, JAN, compiler. *Australian artists index*. Sydney: Arts Libraries Society/Australia and New Zealand, 1986. 432pp. ISBN 0947101 00 4. \$25.00. Biographical information on over 10,000 Australian artists, photographers, architects and craft workers. Material has been drawn from standard reference works and sources such as exhibition catalogues. The introduction gives overview of reference sources for Australian art. Available from the publisher, Arts Libraries Society (ARLIS/ANZ), c/- Box 231, Holme Building, University of Sydney, N.S.W. 2006.

McQUEEN, JUDY and BOSS, RICHARD. *Videodisc and optical digital disk technologies and their implications in libraries*. Chicago: A.L.A., 1986. 160pp. ISBN 0 8389 7041 9. U.S. \$25.00. Describes the different media—such as videodisc, compact audio disc, CD-ROM and optical digital disk—giving assessments of their capabilities, production methods and costs. Packages developed for the library market are examined. Appendix on conversion of textual, graphic and audio information to digital form. Available from A.L.A. Publishing Services, 50 E. Huron Street, Chicago, Illinois. 60611. U.S.A.

MOSS, WILLIAM W. and PETER C. MAZIKANA. *Archives, oral history and oral tradition: a RAMP study with guidelines*. 101pp. PGI-86/WS/2. Includes bibliography. No further details available. For suppliers see entry under DOLLAR.

NAIRN, BEDE and GEOFFREY SERLE, general editors. *Australian Dictionary of Biography*. Volume 10 (Lat-Ner). Melbourne: Melbourne University Press, 1987. Recommended Retail Price \$42.00. The latest volume of this basic reference work. Covers the period 1891-1939, including entries for such prominent Australians as Henry Lawson, Norman Lindsay, Dorothea Mackellar, Archbishop Mannix, Joe Lyons

and many more. Available from Melbourne University Bookroom, P.O. Box 278, Carlton South, Victoria. 3053.

PEDERSON, ANN, editor-in-chief. *Keeping Archives*. Sydney: Australian Society of Archivists Inc., 1987. 374pp. Includes over 90 illustrations, glossary and index. ISBN 0 9595565 9 1. Paperback. \$29.00. Reduced price for members of the Australian Society of Archivists Inc. and the Museums Association of Australia—\$24.00. A comprehensive coverage of the basics of archives administration, written and edited by Australian archivists from a variety of archival backgrounds. An essential work for the archivist, whether in a small or large archives, whether a newcomer or an experienced professional. Chapters include Getting Started, Acquisition and Appraisal, Arrangement and Description, Finding Aids, Conservation and User Education and Public Relations. Many useful summary tables and sample forms. Available from *Keeping Archives*, Australian Society of Archivists Inc., P.O. Box 83, O'Connor, A.C.T. 2601.

ROBEK, MARY F., GERALD F. BROWN and WILMER O. MAEDKE. *Information and Records Management*. Third Edition. Encino, CA: Glencoe Publishing Company, 1987. 580pp. Hardbound, ISBN 0 02 820590 1. Australian retail price \$59.95 as at July 1987. A significant revision of this standard text, with new chapters on Systems Analysis, Electronic Information Management Systems and Integrated Microimaging Systems. This edition has a greater emphasis on electronic records systems, but the treatment of the management of paper-based records systems is still thorough. There are numerous case studies and there is a discussion of current trends at the end of each chapter. Includes Glossary and Index. Available from Glencoe Publishing Company, 17337 Ventura Boulevard, Encino, California. 91316. U.S.A.

WHALEN, LUCILLE, editor. *Reference Services in Archives*. New York: The Haworth Press, 1986. 209pp. ISBN 0 86656 521 3 (Hardbound). ISBN 0 86656 522 1 (Paperback). Originally published as *The Reference Librarian* Number 13, Fall 1985/Winter 1985-86. A collection of essays by reference archivists working in different settings, for example, manuscript libraries, business archives, religious archives, labor archives and university archives in North America and Britain. The introduction and a contribution on automation and the reference process offer some general observations, while the remainder consists of case studies. No index. For supplier details, see entry under McCRANK.