

PUBLICATION NOTES

Edited by Sigrid McCausland

ARMSTRONG, JOHN AND STEPHANIE JONES, *Business Documents: Their Origins, Sources and Uses in Historical Research*. London: Mansell, 1987. 224pp. ISBN 07201 18468. Casebound. Illustrated. (£) 30.00. Describes the most common types of business documents, where they are found and what their uses in research can be. Intended for both archivist and researcher. Available from Mansell Publishing Limited, 6 All Saints Street, London N1 9RL. United Kingdom.

AUSTRALIAN ACADEMY OF SCIENCE. *Preserving Scientific Source Materials. A Guide for Owners and Advisers*. Canberra: Australian Academy of Science, 1987. 12pp. A brief guide, based on a similar publication by the Contemporary Scientific Archives Centre, Oxford, giving scientists advice on how to deal with their accumulations of personal papers. Cites examples of different activities and types of records associated with the different spheres of the scientist's life—personal, professional and public. Suggests categories of records which may be discarded. Passing attention is paid to aspects of the handling and conservation of personal papers and to the Taxation Incentives for the Arts Scheme. Available from Mrs Rosanne Clayton, Adolph Basser Library, GPO Box 783, Canberra ACT 2601.

AUSTRALIAN ARCHIVES. *Investigating the Value of Commonwealth Records. A Self-help Appraisal Handbook for Commonwealth Agencies*. Canberra: Australian Government Publishing Service, 1987. 39pp. ISBN 0644 065001. Designed as a guide for staff in Commonwealth agencies to use in evaluating records, as part of their involvement in the disposal process. Provides a step-by-step guide to completing the Standard Appraisal Report which serves as a preliminary to the preparation of draft disposal schedules to be submitted to Australian Archives. Although this handbook is intended for a specific clientele, its approach and the clear style in which it is written, could make it a useful model for other archives services who require the co-operation of action officers in developing successful disposal programmes. Enquiries to Australian Archives, Central Office, P.O. Box 34, Dickson ACT 2602.

BERZINS, BAIBA. *The Coming of the Strangers. Life in Australia 1788-1822*. Sydney: Collins Australia/State Library of New South Wales,

1988. 144pp. Softcover. ISBN 0002178133. Index. Illustrated. \$19.95. The companion volume to the State Library of NSW's current major exhibition of the same title. This book presents the early history of European colonisation through the wealth of the manuscript, pictorial and published material in the Mitchell and Dixson collections. The five main themes explored are the relationship between the aboriginals and the strangers, the environment and its shapes, women and men, the governors and the governed and Australia and the world. Available from leading book stores and from the State Library of New South Wales, Macquarie Street, Sydney NSW 2000.

BLOOMFIELD, VALERIE. *Resources for Australian and New Zealand Studies: A Guide to Library Holdings in the United Kingdom*. London: Australian Studies Centre and The British Library, 1986. 300pp. ISBN 0712301224. Sewn paperback. Index. A guide to printed and audio-visual sources relating to Australian and New Zealand in 172 libraries and other institutions in the United Kingdom. Archives and manuscripts have generally been excluded. Entries are based on the results of a questionnaire and are organised alphabetically by location, then by institution. The twenty-page lists institutions, subjects, categories of material and collection names. Considered useful for a variety of researchers—scholarly, genealogical, pictorial and business. Available from: Publication Sales Unit, The British Library, Boston Spa, Wetherby, West Yorkshire LS237BQ United Kingdom.

BURWASSER, SUZANNE M. *File Management Handbook for Managers and Librarians*. Studio City, California: Pacific Information Inc., 1987. 165pp. ISBN 0913203157. Paper US\$24.50. This book provides up-to-date advice for records managers and others responsible for setting up filing systems in small to medium scale departments or organisations. It begins with an examination of general records management concepts, then moves on to the particulars of how to set up and operate efficient filing systems. Includes sections on file maintenance, microfilming, retention scheduling and filing equipment. Available from Pacific Information Inc., 11684 Ventura Blvd, Suite 295, Studio City, CA91604, USA.

CARTER, HAROLD B. *Sir Joseph Banks (1743-1820). A Guide to Biographical and Bibliographical Resources*. London: St Paul's Bibliographies in Association with the British Museum of Natural History, 1987. ISBN 0906795451. Hardback. Illustrated. A guide to Banks' published and unpublished papers and related biographical material. The result of many years of assiduous research, this reference work is likely to become a significant source for the study of the early years of European settlement in Australia. Arranged by subject, with historical commentaries and details of holdings. Available from St Paul's Bibliographies, West End House, 1 Step Terrace, Winchester, Hampshire SO22 5BW, United Kingdom.

DEWE, MICHAEL, editor. *Manual of Local Studies Librarianship*. Aldershot, Hampshire: Gower, 1987. 419pp. ISBN 0566035227. Hardbound. Index. Bibliography. Illustrated. This manual begins with an overview of library services for local studies in Britain. There are chapters, contributed by local studies librarians and library educators, on a broad range of topics including oral history, the use of computers, producing publications, indexing and archives in libraries. The emphasis on management is apparent in sections on policy formulation, finance, staffing and accommodation. Some examples from local studies librarianship outside Britain are given. Available from Gower Publishing Australia, 85 Whiting Street, Artarmon NSW 2064.

IFLA PAC CORE PROGRAMME. *International preservation News*. A Newsletter of the IFLA Programme on Preservation and Conservation. ISSN 08904960. No. 1 September, 1987. A new serial publication from the International Federation of Library Associations and Institutions (IFLA) Core Programme on Preservation and Conservation (PAC). Launched at the Vienna Conference on the preservation of Library Material in April, 1986, the PAC is essentially concerned with disseminating knowledge about conservation, and with promoting conservation research and developing standards for the preservation of library materials. The first issue of *International Preservation News* has features on PAC regional centres in Europe and reports from conferences, including one on preservation planning for archivists. Other sections include International Preservation Calendar and Publication Notes. Available free of charge to interested institutions from IFLA PAC Core Programme, National Preservation Program Office, Library of Congress, Washington DC 20540, USA.

JENNERICH, ELAINE ZAREMBA and EDWARD J. JENNERICH. *The Reference Interview as a Creative Art*. Littleton, N. J: Libraries Unlimited, 1987. 107pp. ISBN 0872874451. Illustrated. Looks at the interview as a communication process. Examines the importance of the reference interview in the effective provision of information services. Discusses ways to improve training for reference staff in interviewing techniques. Available from Bellbird Information Publications Australia, 85 Whiting Street, Artarmon NSW 2064.

LIGHT, RICHARD B., D. ANDREW ROBERTS and JENNIFER D. STEWART. *Museum Documentation Systems. Development and Applications*. London: Butterworths, 1986. 352pp. ISBN 0408108150. Hardbound. Index. Bibliography. Illustrated. A selection of articles from over twenty museums in eleven different countries, with the majority of contributions from museums in Britain. Covers paper-based systems using accession worksheets and other forms as well as more recent computer solutions to the problems of museums registration. Also looks at standards and networks. Available from Butterworths Sales Department, 233 Macquarie Street, Sydney NSW 2000.

LOCAL HISTORY CO-ORDINATION PROJECT. *Style Manual for Local History Manuscript Preparation*. Kensington, NSW: Local History Co-ordination Project, 1987. 26pp. ISBN 0 858236974. \$2.00 including postage and handling. This compact manual should be very helpful for the authors of local history – and other – manuscripts intended for either commercial or self publication. It is clearly and logically set out with good use of examples throughout. Advice is given on matters such as footnotes, formats for references, abbreviations, preliminary pages and end matter. Available from Local History Co-ordination Project, C/- School of History, University of New South Wales, P.O. Box 1, Kensington, NSW 2033.

ROE, MARJORIE, editor *Finding and Keeping: Research Use of Audiovisual Material*. Sydney: Audiovisual Services Committee of the Library Association of Australia, 1987. 93pp. Illustrated. LAA members \$20; non-members \$27. Proceedings of a continuing education workshop held on 28-29 June 1985 at Macquarie University Library. Part 1 – The Researcher's View consists of case studies by users of audiovisual material and Part 2 – The Collector's View has contributions from librarians and archivists on the management of collections of various audiovisual media. A related title, the *Researcher's Guide to Audiovisual Resources* is in preparation. Available from Library Association of Australia, 376 Jones Street, Ultimo NSW 2007.

SPENCE, MICHAEL. *Copyright and Historians*. Royal Australian Historical Society Technical Information Service No 9. June/July, 1987. Sydney: RAHS, 1987. 16pp. RAHS members \$3.50; non-members \$4.50. This pamphlet, written for the RAHS by a copyright expert from the Australian Copyright Council, explains the basics of Australian copyright law in general and how it affects historians in particular. Lists the types of material protected, then defines ownership of copyright and the rights of owners and the duration of copyright for different types of material. It also covers infringements and licences under the Act. Explains the subject clearly and carefully and should prove useful for custodians as well as historians. Available from the Royal Australian Historical Society, 133 Macquarie Street Sydney 2000.

STIELOW, FREDERICK J. *The Management of Oral History Sound Archives*. Westport, Conn: Greenwood, 1986. 180pp. ISBN 0313 244421. Illustrated. US\$35.00. A manual which concentrates on the acquisition and control of collections of oral history tape recordings. Written largely for the American library environment, but contains useful insights on some of the main problems facing the administration of oral history collections in archives. This work is of broader interest because of its attention to the application of computers, particularly microcomputers, in archival institutions. Available from Greenwood Press Inc., 88 Post Road West, Box 5007, Westport, Connecticut, 06881. USA.