

PUBLICATION NOTES

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AITCHISON, JEAN and ALAN GILCHRIST. *Thesaurus construction: a practical manual*. 2nd edition. London: Aslib, 1987. 173pp. Illustrated. Index. ISBN 0851421970. £19.5.0. A substantial updating of this standard text on subject indexing and the design and construction of thesauri. Principles and methods for beginners and the more experienced. Available from Aslib, Association for information Management, Information House, 26-27 Boswell Street, London. WC1N 3JZ. UK.

ARCHIVES & MUSEUM INFORMATICS. *Directory of Software for Museums and Museums*. May 1988. Issued as vol 2, no 1 of *Archival Informatics Technical Report*. ISSN 08940266. Annual subscription for foreign orders US \$180 (four reports plus four newsletters). The *Directory* lists over thirty-five software packages, with information on system characteristics, standards, applications and vendors. Comparison tables included. Several indexes eg by vendor's name, hardware, system name. Available from Archives & Museum informatics, 5600 Northumberland St., Pittsburgh, PA 15217 USA.

ARCHIVES AUTHORITY OF NEW SOUTH WALES. *General Records Disposal Schedule for Local Government in New South Wales*. c 400pp. Loose-leaf format. Index. Produced with the assistance of a grant from the NSW Bicentennial Council, this schedule will have great impact on the arrangements for the keeping of local government records in NSW. Introductory information includes a section on implementation of the schedule. Available late 1988. Enquiries to Archives Authority of New South Wales, NSW Government Records Repository, O'Connell Street, St Marys NSW 2760.

ASSOCIATED AUDIO ARCHIVES COMMITTEE OF THE ASSOCIATION FOR RECORDED SOUND COLLECTIONS. *Audio Preservation: A Planning Study*. Rockville, MD: Association for Recorded Sound Collections, 1988. Report of a major research project, including recommendations on storage and handling, documentation, disaster preparedness, and priorities. Glossary and extensive bibliography.

Available for US \$37 plus postage which will be billed separately. Payment with order to Elwood McKee, 118 Monroe Street 610, Rockville Maryland 20850 USA.

AUSTRALASIAN SOUND ARCHIVE. Newsletter of the Australasian Sound Recordings Association . ISSN 08185646. Articles, reviews and notes on areas coming under the sound recordings umbrella—such as broadcasting, oral history, the recording industry, collected sound recordings, discography and the history of recorded sound in Australia. Membership of the Association is \$20 per year (individual) or \$40 (institutional). Enquiries to Dr Jeff Brownrigg, National Film and Sound Archive, GPO Box 2002, Canberra ACT 2601.

AUSTRALIAN ARCHIVES. *Relations in Records: a Guide to Family History Sources in the Australian Archives.* Canberra: Australian Government Publishing Service, 1988. 161pp. Illustrated. Bibliography. Index. Paper. ISBN 0644068477. \$19.95. A comprehensive tool for anyone seeking genealogical information from the holdings of Australian Archives. Divided into four sections—Immigration and Shipping; Defence; Population and Commonwealth Government Employees. Descriptions of the types and functions of the records are given, with useful details of holdings for each regional office. Includes explanatory information on Australian Archives control systems. Available from Mail Order Sales, Australian Government Publishing Service, GPO Box 84, Canberra ACT 2601, or from Commonwealth Government, Bookshops.

AUSTRALIAN GOVERNMENT PUBLISHING SERVICE. *Style Manual.* 4th edition. Canberra: Australian Government Publishing Service, 1988. Bibliography. Glossary. Index. ISBN 0644072636 (hardback) \$39.95; ISBN 0644 071230 (paperback) \$24.95. Major revision of this standard reference work for authors, editors and printers. Emphasis on preparation for book production increased, with new chapters on copy editing and publishing. Available from locations given in the entry under AUSTRALIAN ARCHIVES.

AUSTRALIAN SOCIETY OF ARCHIVISTS CONFERENCE. *The National and International Environment: Proceedings of the 6th Biennial Conference of the Australian Society of Archivists, Perth, 21–25 April 1987,* edited by Pam Mathews. Perth: Australian Society of Archivists Incorporated , 1988. 153pp. ISBN 0947219013. \$15 (ASA members); \$20 (non-members). Papers from all sessions of the Conference. Themes included are national associations and their international applications; influence of new technologies on research trends; educating archivists and conservation. Available from ASA Publications, PO Box 83, O'Connor ACT 2601.

BAWDEN, DAVID. *Evaluation of Information Resources*. Aldershot: Gower, 1988. c200pp. Bibliography. Index. Hardcover. ISBN 0566052091. Examines methods of evaluation for the information user. Includes database evaluation, evaluation of indexing languages and software packages. Enquiries to Gower Publishing Australia Pty Ltd, 10 George Place, Artarmon NSW 2064.

BEARMAN, DAVID. *The National Information Systems Task Force (NISTF) Papers 1981-1984*. Chicago: SAA, 1987. 119pp. US \$10 (SAA members); US \$12 (others). Working papers, with 2 conference papers, and an introduction. The reports of this project contain much material of lasting importance to the profession. Available from Society of American Archivists, 600 S. Federal, Suite 504, Chicago. IB 60605. USA.

BISKUP, PETER and DOREEN GOODMAN, editors. *Research Resources for Australian Studies in the Australian Capital Territory*. Centre for Library and information Studies Occasional Publication No 1. Canberra: Canberra College of Advanced Education, 1988. c300pp. ISBN 0858893169. Contributions from staff of the major research institutions located in Canberra, with other chapters on finding aids and government publications. Available from University Co-operative Bookshop, Canberra College of Advanced Education, Kirinari Street, Bruce ACT 2617.

COUTURE, CAROL and JEAN-YVES ROUSSEAU. *The Life of a Document: A Global Approach to Archives and Records Management*. English translation by David Homel. Montreal: Vehicule, 1987. 357pp. Glossary. Appendices. ISBN 0919890636 (cloth); ISBN 0919890571 (paperback). In three sections, Archives and Society, Archives and Administration and Archives and Research. Takes the 'life-cycle' approach, dealing with topics such as the development of a records management programme; managing inactive records; conservation and the research use of archives. Published by Vehicule Press, POB 125, Place du Parc Station, Montreal, Canada H2W 2M9.

COOK, JOHN, editor. *Guide to Commonwealth Government Information Sources*. Sydney: Pergamon Press. 1987. Index. ISBN 0080344216. Includes a section on Australian Archives by Michael Piggott. Also includes up-to-date information on the range and types of Commonwealth government publications, and the operation of Freedom of Information in the Federal sphere of government in Australia. Available from Pergamon Press (Aust) Pty Ltd, 191 Boundary Street, Rushcutters Bay. NSW 2011.

FEDERATION INTERNATIONALE DES ARCHIVES DE TELEVISION/INTERNATIONAL FEDERATION OF TELEVISION ARCHIVES (FIAT/IFTA). *What is FIAT/IFTA?* 2nd edition, revised and

enlarged June 1988. Madrid: FIAT/IFTA General Secretariat, 1988. 112pp. Provides current information on the constitution and membership of FIAT/IFTA. Other entries on recommended standards for selection and preservation of television program materials and on storage and control in TV archives. Glossary of essential terms used in the television archives world. Available from the General Secretary's Office, FIAT/IFTA, Centro Documentation RTVE, Apartado 150.135, 08023. Madrid. Spain.

GWINN, NANCY E., editor. *Preservation Microfilming: A Guide for Librarians and Archivists*. Chicago: ALA, 1987. 212pp. Index. Appendices. ISBN 0838904815. US \$40. Deals with major issues in preservation microfilming, such as the selection of materials for a filming programme, costs, planning and preparation, and bibliographic control. Appendices on standards and specifications. Available from ALA Publishing Services, 50 E. Huron Street, Chicago, Illinois. 60611. USA.

JENKIN, IAN TREGARTHEN. *Disaster Planning and Preparedness: An Outline Disaster Control Plan*. British Library Information Guide 5. London: British Library, 1987. 97pp. ISBN 0712331034. £10.50. Intended as a flexible guide for institutions preparing disaster plans. Covers emergencies; forming and training disaster teams; equipment and supplies; staff awareness and salvage priorities. Available from British Library Publications Sales Unit, Boston Spa, Wetherby, West Yorkshire. UK.

MOIR, MARTIN. *General Guide to the India Office Records*. London: British Library, 1988. 256pp. ISBN 0712306293. Cloth. £25 approx. Part One—administrative context of the India Office and the East India Company. Part Two—descriptive inventory of the records. Available from the address given in the previous entry.

MORDELL, ANNE and KELVIN SMITH. *Handbook of Records Management*. Aldershot: Gower, 1988. c200pp. Illustrated. Bibliography. Index. ISBN 0566056666. Hardcover. Covers topics such as records survey; storage; appraisal, training and the management of archives. For supply details see entry under BAWDEN.

NATIONAL INVENTORY OF DOCUMENTARY SOURCES IN THE UNITED KINGDOM AND EIRE. THE PUBLIC RECORD OFFICE. *Great Britain: Foreign Office Registers and Indexes of Correspondence 1793-1919*. Microfiche publication of complete correspondence and despatches, with contemporary indexes, of Foreign Office. Being progressively released in 15 Country Groups—Part 1, USA 1793-1919 (£1,800) and Part 2, Asia and the Pacific 1815-1919 (£2,950) now available. Enquiries to; Chadwyck-Healey Ltd, Cambridge Place, Cambridge CB2 1NR, UK.

NEWTON, GAEL. *Shades of Light: Photography and Australia 1839-1988*. Canberra: Australian National Gallery, 1988. Illustrated. Glossary. Index. ISBN 0642081522. (Hardcover—\$80). ISBN 0642018532 (Paper—\$39.95). The companion to the Australian National Gallery's exhibition of the same title, this book provides a comprehensive introduction to the history of Australian photography. Numerous black-and-white and colour plates. Available from the Australian National Gallery, GPO Box 1150, Canberra ACT 2601.

PETHERBRIDGE, GUY, editor. *Conservation of Library and Archive Materials and the Graphic Arts*. London: Butterworths, 1986. 296pp. Illustrated. Index. Hardcover. ISBN 0408014660. \$295. Proceedings of the historic 1980 Cambridge International Conference on conservation which set the scene for conservation practice and debate in the 1980's. Topics include leaf-casting, book conservation, treatment of modern paper and photographic records. Enquiries to Butterworths Sales Department, 233 Macquarie Street, Sydney NSW 2000.

PRICE, HELEN. *Stopping the Rot: A Handbook of Preventive Conservation for Local Studies Collections*. Occasional Paper No. 10 Library Association of Australia, New South Wales Branch. Sydney: Library Association of Australia, 1988. 48pp. Illustrated. Bibliography. Index. ISBN 086040673. Paper. \$8 (LAA members); \$12 (non-members). Clearly set-out guide for the non-expert with responsibility for the conservation of paper and other materials. Describes basic techniques, with useful accompanying diagrams. Several appendices support the practical advice given in the text. Available from Library Association of Australia, 376 Jones Street, Ultimo NSW 2007.

SMITH, MERRILY A. *Preservation of Library Materials*. Munich: K.G. Saur, 1987. 2 volumes. IFLA Publications 40/41. Papers from the Vienna Conference of Library Materials 7-10 April 1986. v1—159pp; v2—155pp. Index. Volume includes the texts of papers on broad issues such as preservation policy worldwide; planning for preservation, co-operation and developments in technology and method, for example mass deacidification. Volume 2 contains technical presentations, with contributions on training, storage and handling, preservation microfilming and climate control among others.

WEERASINGHE, LALI and JEREMY SILVER, compilers and editors. *Directory of Recorded Sound Resources in the United Kingdom*. London: National Sound Archive, 1988. 280pp (approx). ISBN 0712305025. Cloth. Around £30. Over 400 entries, compiled from a survey of the holdings of libraries, archives, museums, record offices, radio stations, societies and private collections. Available from British Library (see address under JENKIN).

WEILL, GEORGES, CHAMOULARD, PATRICK and MICHEL PLESSARD. *Les archives départementales des hauts-de-Seine*. Nanterre: Archives départementales des Hauts-de-Seine, 1987. 199pp. Illustrated. ISBN 2860920048. Paper. Describes the history, activities and fonds of the archives of the Hauts-de-Seine. The section on the archives building is accompanied by a discussion of current international trends in the construction of archives buildings. Many interesting photographs. Available from Direction des Services d'Archives Département des Hauts-de-Seine, 137 avenue Joliot-Curie, 92023 Nanterre Cédex France.

W.H.A.T. (What's here and there). A directory to the museum/exhibition profession in Australia. No. 1. 1988-89. ISSN 1030 6196. \$15.00. Published by Campbell Publishing. Lists over 2000 galleries, museums, exhibitions and historic properties in Australia. Includes commentaries on current major exhibitions; essays on heritage topics; indexes by name and type of institution. Available from bookshops, some newsagents, gallery shops and from the publishers at 20 Barcoo Street, Roseville NSW 2069.