

PUBLICATION NOTES

Edited by Sigrid McCausland

AUSTRALIAN ARCHIVES. *When it's gone, it's gone!!! Keeping and Disposing of Information on Office Automation Systems and Personal Computers*. 2nd edition. November 1988. 11pp. Brief guidelines on what to keep and why it might be valuable from word-processing, electronic mail and spreadsheet systems. Companion leaflet of advice for agency record officers. Available from Australian Archives Regional Offices.

BAYNES-COPE, A.D. *Caring for Books and Documents*. 2nd edition. London: The British Library, 1988. 48pp. Illustrated. ISBN 0712301518. New, enlarged edition of this basic text which covers storage conditions, agents of deterioration and elementary repair techniques. Available from British Library Publications Sales Unit, Boston Spa, Wetherby, West Yorkshire. UK.

BRADSHER, JAMES GREGORY, editor. *Managing Archives and Archival Institutions*. London: Mansell, 1988. 320pp. Bibliography. Index. ISBN 0720119650 (hardbound). ISBN 0720119871 (paperbound). The first major American archival handbook since Schellenberg. Written for archivists in a range of institutions. Expert authors cover such subjects as archivists and records management, managing machine-readable archives, oral history, security, exhibits and preservation. Available from Mansell Publishing Limited, Artillery House, Artillery Row, London SW1P 1RT. UK.

COLLEGE OF LIBRARIANSHIP WALES. *Professional Calendar: Forthcoming Courses and Conference for the Library and Information Professions*. ISSN 09537279. Six issues per year. £30 for 1988-89. Gives details of forthcoming conferences, courses, meetings, exhibitions. Intended for archivists and conservators as well as librarians. Main coverage is of events in the United Kingdom, but also lists major international events. Over 700 events included in each issue. Indexed by subject, organisation and place name. Enquiries to The Librarian, College of Librarianship Wales, Llanbadarn Fawr, Aberystwyth, Dyfed SY233AS, Wales, United Kingdom.

DEARSTYNE, BRUCE W. *The Management of Local Government Records: A Guide for Local Officials*. Nashville, TN: American Association for State and Local History, 1988. 146pp. Index. ISBN

0910050910. Paperbound. Written for the American local government scene, but with some useful sections on starting a program, micrographics and computers. Available from ASA Publications, PO Box 83, O'Connor ACT 2601.

DONOHUE, JAMES HUGH. *The Catholics of New South Wales. 1788-1820 and Their Families*. Sydney: Archives Authority of New South Wales, 1988. 450pp. Illustrated. Index. \$19.95. Details on 10,000 Catholics, convicts and free, who settled in New South Wales. Compiled from sources in Australia and Ireland. A useful reference work for genealogists, other researchers and archivists. Available from State Archives, O'Connell Street, St Marys NSW 2760, or from the New South Wales Government Information Service Bookshop, 55 Hunter Street, Sydney NSW 2000.

DOUGLAS, LOUISE, ROBERTS, ALAN and RUTH THOMPSON. *Oral History: A Handbook*. Sydney: Allen & Unwin, 1988. 232pp. Illustrated. Bibliography. Glossary. ISBN 0043400140 Hardbound. \$24.95. ISBN 0043202314 Paperbound. \$16.95. A practical manual for professional and recreational historians, covering the art of interviewing, equipment, preservation, legal and ethical issues and the selection of oral material as evidence. Includes sample questionnaires. Available from specialist bookstores or from Allen & Unwin, PO Box 764, North Sydney NSW 2059.

EDDY, J.J. and J.R. NETHERCOTE, editors. *From Colony to Coloniser: Studies in Australian Administrative History*. Sydney: Hale & Iremonger in association with the Royal Australian Institute of Public Administration, 1987. 287pp. Bibliography. Index. ISBN 0868062693 (casebound). ISBN 0868062707 (paperbound). Most contributions are from papers delivered at the 1983 Conference on Administrative History. The first book "devoted expressly to the genre of Australian administrative history". Case studies on State and Commonwealth government administration, and two chapters on archives (one on the Australian Archives Administration History Chronicle and the other on administrative change in local government).

FORSTER, DIANE. *A Guide to the Affiliated Historical Societies of the Royal Western Australian Historical Society R.W.A.H.S.* 1988, 48pp. Illustrated. An alphabetical listing of the Affiliated Societies giving their locations, hours of opening and other such information together with a brief description of significant people, important records held and publications. A useful preliminary for the researcher compiled as a 'travelling archivist' project funded by the Bicentennial Authority. Available from the R.W.A.H.S. "Stirling House" 49 Broadway, Nedlands. W.A. 6009.

GIBNEY, H.J. and ANN G. SMITH, compilers. *A Biographical Register: 1788-1939. Notes from the Name Index of the Australian Dictionary of*

Biography. Canberra: Australian Dictionary of Biography, 1987. 2 volumes. Vol 1, A-K, 403pp; vol. 2, L-Z, 425pp. Brief biographical notes on 8100 people not included in the *Dictionary's* 12 volumes. Useful for researchers, librarians and archivists. Includes an occupation category index. Available for \$22.50 plus postage and packaging from Bibliotech, ANUTECH, GPO Box 4, Canberra ACT 2601.

KESNER, RICHARD M. *Information Systems: A Strategic Approach to Planning and Implementation*. Chicago: American Library Association, 1988. 263pp. Bibliography. Index. ISBN 0838904939. Paperbound. Follows on from the author's previous book, *Automation for Archivists and Records Managers*. Looks at implications of changing technologies for information service managers in terms of hardware, software and relationships with other professionals. Includes sections on strategic planning and the role of corporate management information systems. Available from ALA Publishing Services, 50 E.Huron Street, Chicago, Illinois. 60611. USA.

LOCAL HISTORY CO-ORDINATION PROJECT. *Locating Australia's Past. A Practical Guide to Writing Local History*. Sydney: New South Wales University Press, 1988. 267pp. Illustrated. Index. ISBN 0868402117. Paperback. \$19.95. Short chapters contributed by many different writers on the theory and practice of local history. One section deals with the use and interpretation of sources, and another consists of case studies of various types of local environments. Available from NSW University Press, PO Box 1, Kensington NSW 2033.

McCLEARLY, JOHN M. *Vacuum Freeze-drying. A Method Used to Salvage Water-damaged Archival and Library Materials: A RAMP Study*. Paris: UNESCO, 1987. PGI 87/WS/7. Examines freeze-drying's efficacy as a method for dealing with paper records damaged by flood and other water incursions. Summarises current information in this area. Disaster preparedness covered. Australian Sales Agent – Hunter Publications, 58a Gipps Street, Collingwood VIC 3066.

MITCHELL LIBRARY MANUSCRIPT GUIDES. The latest in an occasional series of published guides to major collections of manuscripts in the Mitchell Library, State Library of New South Wales. No 7. *William Henry Gill*. 1987. 21pp. ISBN 0908499259. No 8. *Sir Philip Game and the Game Family*. 1988. 13pp. ISBN 0908449267. No 9. *Elizabeth Jolley*. 1988. 35pp. The guides include biographical notes and descriptions of the papers contained in each collection. Available free of charge from the Mitchell Library Manuscripts Section, State Library of New South Wales, Macquarie Street, Sydney NSW 2000.

NATIONAL ARCHIVES TRUST FUND. *Directory of Archives and Manuscript Repositories in the United States*. 2nd edition. Phoenix, Arizona: Oryx Press, 1988. 872pp. Index. ISBN 0897744756. Clothbound.

Approx. US\$55. Entries on over 4500 archives and manuscript repositories in the United States, giving such details as type and quantity of holdings, addresses, hours of opening and access arrangements. Australian distributor – James Bennett Library Services, 4 Collaroy Street, Collaroy NSW 2097.

NATIONAL PRESERVATION OFFICE (UK). *Conservation and Collection Management*. London: The British Library, 1987. 80pp. ISBN 0712301496. Paperbound. £11 overseas price. Proceedings of a seminar. This volume and other titles, such as *Library Conservation News* and *Permanent Paper*, are available from National Preservation Office, The British Library, Great Russell Street, London WC1B 3DG UK.

NORTON, BOB. *Caring for Library and Information Services*. London: Library Association, 1988. 59pp. ISBN 0853658188. Paperbound. Seeks to define the issues in the charging vs free services debate. Takes view that information services cannot escape market forces and suggests that charges may be justified when the user is prepared to bear the cost. Supplier – James Bennett Library Services (see address above).

RAYWARD, W. BOYD, editor. *Australian Library History in Context*. Papers for the Third Forum on Australian Library History, University of New South Wales, 17 and 18 July, 1987. Sydney: University of New South Wales School of Librarianship, 1988. 145pp. \$15. ISBN 0858237474. Paperbound. Includes two papers on archives history – on the Garden Palace Fire of 1882 and the debate on library control of archives. Available from School of Librarianship, University of New South Wales, PO Box 1, Kensington NSW 2033.

RECORDS MANAGEMENT JOURNAL. A new quarterly journal published by ASLIB. This publication aims to “address both the practical and the managerial informational needs” of records managers and those who direct them. A British publication, but with an international focus. Enquiries to Anne Morddel, *Records Management Journal*, ASLIB, Information House, 26-27 Boswell Street, London, WC1N 3JZ. UK.