

PUBLICATION NOTES

Edited by Sigrid McCausland

Birtley, Margaret and Patricia McQueen, *New Responsibilities: Documenting Multicultural Australia: A Record of the Conference for Museums, Libraries, Archives and Historical Collections: Towards a National Agenda for a Multicultural Australia 11-13 November 1988.* Melbourne, Museums Association of Australia, Victorian Branch and Library Council of Victoria, 1989. 167 pp. ISBN 094906906X. Includes summaries of discussions and papers delivered at the Conference, which was attended by speakers and participants from all Australian states and territories. A list of institutions represented is given as an appendix to the main body of the text. Other useful information is contained in the reports of a survey of collection of materials in custody and collecting policies of the institutions. The volume also contains a copy of the submission of the conference to the Office of Multicultural Affairs re a national agenda for a multicultural Australia. For copies write to the Museums Association of Australia, Victorian Branch, c/- Ministry of the Arts, Private Bag No. 1, City Road PO, Victoria 3205.

Community History Program. *History and Communities: A Preliminary Survey.* Kensington, Community History Program, 1990. 92 pp. Illustrated. ISBN 073340067. \$7.50 including postage. Based on the proceedings of a seminar held in 1989, aimed at sharing the experience of a variety of practitioners in the field of community history. Topics include Aboriginal communities, schools and their communities and religious communities. Orders to Community History Program, School of History, University of New South Wales, PO Box 1, Kensington, NSW 2033.

Computers and the History of Art. Two issues per volume. Volume 1 1990. ISSN 1048-6798. A journal dealing with both with research uses of computers in the field of the history of art and with museum software and database development for control of collections. Price and supply information from the publishers, Harwood Academic Publishers, PO Box 90, Reading, Berkshire RG1 8JL UK.

Davison, Graeme and Chris McConville. *A Heritage Handbook.* Sydney, Allen and Unwin, 1991. 274 pp. Index, Bibliography. Illustrated. Paperback. \$19.95. Asks what is heritage and supplies

some answers about the Australian understanding of the term. Covers legislative provisions on heritage. Looks at researching building and site histories and the role of conservation studies. Also gives guidance on how to deal with planning authorities in heritage matters. Available from bookshops or Allen and Unwin, PO Box 764, North Sydney, NSW 2059.

Foster, Janet and Julia Sheppard, editors. *A Guide to Archive Resources in the United Kingdom*. 2nd edition. London, Stockton Press, 1989. 834 pp. Indexes. Appendices. ISBN 0935859748. New, enlarged edition of this directory, with 50% more entries. Entries listed by county, with details such as opening hours, facilities, finding aids, as well as acquisition policies, major collections and historical background of the institution. Intended for both archivists and researchers. Also includes lists of useful addresses and publications. For supply information, contact the closest office of Macmillan Publishers.

Harvey, Ross. *Preservation in Australian and New Zealand Libraries: Principles, Strategies and Practices for Librarians*. Wagga Wagga, Centre for Information Studies, Charles Sturt University, Riverina, 1990. Index. Bibliography. ISBN 0949060119. Looks at issues in conservation and restoration of library materials in various formats. Available from Centre for Information Studies, Charles Sturt University — Riverina, PO Box 588, Wagga Wagga, NSW 2650.

Home, R. W., editor. *Australian Science in the Making*. Melbourne, Cambridge University Press, 1988. 440 pp. Illustrated. Index. ISBN 0521396409. Paperback. \$35. Contributions cover a wide range of topics on the history of Australian science, from early days, through the colonial period to the present. A work which demonstrates the use of archival sources in studying past and present ideas and policies. Orders to Cambridge University Press, Australian Branch, 10 Stamford Road, Oakleigh, Victoria 3166.

Innes, Margaret, compiler, with additional material compiled by Heather Duff. *Mawson's Papers: A Guide to the Scientific, Personal and Business Papers of Sir Douglas Mawson*. Adelaide, Mawson Institute for Antarctic Research, 1990. 302 pp. Illustrated. Maps. \$45 plus \$4 postage. Available from The Librarian, University of Adelaide, GPO Box 498, Adelaide, SA 5001.

Linton, J. Eddis. *Organising the Office Memory: The Theory and Practice of Records Management*. Sydney, Centre for Information Studies Publications, 1990. 258 pp. Index. Bibliography. Illustrated. ISBN 0949110965. Paperback. \$37.50 plus postage and handling \$6.50. Practical advice for records management in the Australian context. Includes chapters on traditional records management functions such as classification, indexing and forms design. Also looks

at some current records technologies and office equipment, as well as considering ergonomics. Good for detail on the mechanics of records management and supported by many illustrations. Available from CRISP, UTS Kuring-gai Campus, PO Box 123, Broadway, NSW 2007.

Meads, Diana, Rainer, Philip and Kay Sanderson, *Women's Words: A Guide to Manuscripts and Archives in the Alexander Turnbull Library relating to Women in the Nineteenth Century*. Wellington, Alexander Turnbull Library, National Library of New Zealand, 1988. 137 pp. Illustrated. Index. ISBN 047707412X. Lists every collection catalogued to the end of 1986 which includes writings by or specifically about women last century. The entries are in alphabetical order, and give details of name/title of manuscript, control number, content and content notes, access conditions and whether original or copy is held. Enquiries to Alexander Turnbull Library, PO Box 12-349, Wellington, NZ.

Mitchell Library Manuscript Guides, No. 11 *Lachlan Macquarie and the Macquarie Family*. 1990. 65 pp. ISBN 0908449291 and No. 12 *Mary Elizabeth Fullerton*. 1989. 23 pp. ISBN 0908449305 are now available. These guides contain biographical notes on the creators, and general descriptions and detailed contents lists of the papers in the various collections they cover. Available from the State Library of New South Wales, Macquarie Street, Sydney, NSW 2000.

National Archives of Canada. *Guidelines on Computer-Assisted Records Management*. Ottawa, National Archives of Canada, 1988. 53 pp. Appendices. Paperback. ISBN 0660541270. Approximately \$15. Designed for records managers involved in computerising records systems from the beginning of the process of system study to the production of reports for users once the new system is operating. Database structure is covered, as is terminology. Orders to Canadian Government Publishing Centre, Supply and Services, Ottawa, Ontario, K1A 0S9, Canada.

National Archives of New Zealand: *Family History at National Archives*. Wellington, Bridget Williams Books, 1990. Illustrated. Appendix. \$NZ24.95 plus postage. Information on sources at National Archives of New Zealand for Maori and Pakeha family history, and how to locate and use them. Includes records about land, immigration, education and military service. Also contains addresses of other institutions holding other family history sources. Orders to Records Management Branch National Archives, PO Box 6580, Wellington, New Zealand.

New Zealand Society of Archivists. *Directory of Archivists in New Zealand 1990-1991*. Wellington, New Zealand Society of Archivists, 1990. 36 pp. ISSN 1170-313X. \$NZ27.00. A directory of people in the profession in New Zealand, with details of position held,

qualifications, publications and other information on over 80 archivists. Available from NZ Society of Archivists, PO Box 27-057 Wellington, New Zealand.

O'Mara, Gillian. *Convict Records of Western Australia.* Perth, Friends of the Battye Library Inc., 1990. \$10, with reduction to \$9 if 10 or more copies are ordered. A research guide to a variety of records useful for family and general historical research. Includes descriptions of British as well as Australian sources. Available from Friends of the Battye Library Inc., PO Box 216, Aberdeen Street, Northbridge, WA 6865.

O'Toole, James M. *Understanding Archives and Manuscripts.* Chicago, SAA, 1990. 79 pp. Illustrated. \$US19.00 (members), \$US25.00 (non-members), plus postage and handling. One of the new series of Archival Fundamentals from the Society of American Archivists. This volume is aimed at explaining the origins of records, their purposes, and how to use and organise them. For those new to archives and those whose dealings with them require some knowledge of archival practices, such as donors and managers in charge of archival functions. Available from SAA Publications, 600 S. Federal, Suite 504, Chicago, Illinois 60605, USA.

Office of the Privacy Commissioner. *Protecting Your Privacy: Federal Privacy Act Training Package.* Sydney, Human Rights and Equal Opportunity Commission, 1989. 100 pp plus video. ISBN 0642149534. \$50. Produced mainly for government agencies directly affected by the Privacy Act, but still a useful package for others wanting to know the content and background of Australian privacy legislation. In three sections, introduction, content material re the Act and resource materials, including OECD principles. Available from Human Rights and Equal Opportunity Commission, GPO Box 5218, Sydney, NSW 2001.

Reed, Barbara and David Roberts, editors. *Keeping Data: Proceedings of a workshop on appraising computer-based records held in Sydney 10-12 October 1990.* Sydney, Australian Society of Archivists Inc./ Australian Council of Archives, 1991. Approx. 200 pages. Appendices. Subjects covered include case studies in information-gathering techniques; appraisal methods and criteria and the challenges offered to traditional theory and practice by these non-traditional media. These proceedings offer a useful summary of current perceptions and solutions in this major field of archival endeavour: Available from ASA Publications, PO Box 83, O'Connor, ACT 2601.

State Archives of Western Australia. *Order in the Court: A Guide to the Records of the Supreme Court of Western Australia.* Perth, LISWA, 1990. 86 pp. Illustrated. ISBN 072446946X. Paperback. \$25; reduction to \$20 per copy for orders of 10 or over. Compiled by the

staff of the State Archives of Western Australia. Details about a wide range of legal records of the colony and state of Western Australia from 1830, including probate and criminal records. Intended for many different types of user. This guide was produced in conjunction with a major preservation project to ensure the records survived for research use. Available from A/Coordinator: Publications and Display, Library and Information Service of WA, Alexander Building, Perth, WA 6000.

United States. General Services Administration. *Electronic Recordkeeping*. Washington DC, US Government Printing Office, 1989. 37 pp. Paperback. GPO 022-002-00116-0. \$US2.25. Includes sections on creation and organisation of electronic files, their use and security. Also has information on disaster procedures and US disposal requirements for electronic records. Orders to Superintendent of Documents, US Government Printing Office, Washington, DC 20402-0325, US.

Webb, Kerry and C. F. Frey. *Microcomputers in Australian Libraries*. Canberra: ALIA Press, 1991. Aimed at those wishing to know more about microcomputers in general, as well as Australian library applications. Considered useful for people developing their own systems on micros. Available from ALIA, PO Box E441, Queen Victoria Terrace, ACT 2600.

Wilsted, Thomas and William Nolte. *Managing Archival and Manuscript Repositories*. Chicago, SAA, 1991. 106 pp. \$US19.00 (members), \$US25.00 (non-members) plus postage and handling. Another in the Archival Fundamentals Series, this book is concerned with the application of management techniques to a whole range of archival functions, not just to the management of facilities for storage. Also includes chapters on financial management and fund raising. For supply address details, see entry under O'Toole above.