

# PUBLICATION NOTES

Edited by Jenny Brookes

**Black, David and Geoffrey Bolton.** *Biographical Register of Members of Parliament of Western Australia*, Vol 1, 1870-1930. Perth: Western Australian Parliamentary History Project, 1990. 210 pp. ISBN 0731697820. \$54.00. The project was established in 1984 to coordinate the collection and dissemination of information about the history and functions of the Parliament of Western Australia. Available from The Clerk of the Legislative Assembly, Parliament House, Perth, WA 6000.

**Birtley, Margaret and Nigel McGillivray, editors.** *The Official Museums Directory for Victoria*. 2nd edition, Melbourne: Museums Association of Australia (Victorian Branch) and the Victorian Ministry for the Arts, 1990, 217 pp. Includes illustrations, index, maps. ISBN 0949069078. \$10.00. Available from the Executive Officer, MAA Victorian Branch, c/- Ministry for the Arts, Private Bag No. 1, City Road PO, Victoria 3205.

**Bowden, Russell.** *Guidelines for the management of professional associations in the fields of archives, library and information work*. Paris: UNESCO, 1989. 122 pp. PGI-89/WS/11. Paperback. Free. The guidelines aim to help raise 'the profile of professional associations in the library, information science and documentation and archive fields with the objectives of making them more efficient and better managed'. There are eight chapters and seven appendices covering the necessity of professional associations, their role and function, their structure, governance and operation. The final three chapters deal with education, continuing professional development and conditions of service, publications and information services (in Chapter VI); policy, planning and procedure and, finally, finance and budgeting. Available from Hunter Publications, 58a Gipps Street, Collingwood, Victoria 3066.

**Bruemmer, Bruce and Sheldon Hochheiser.** *The High Technology Company: an historical research and archival guide*. Chicago: The Charles Babbage Institute, 1989. 131 pp. \$US13.00 members, \$US18.00 non-members. A guide to documenting the high technology industry. Includes a generic description of archival activity in the high technology environment, and introduces a 'probe' technique for

determining general historical and documentary information about these companies. Available from SAA Publications, 600 S. Federal, Suite 504, Chicago, Illinois 60605.

**Carmet, David et al, editors.** *Northern Territory Dictionary of Biography*. Vol 1 to 1945, Casuarina, Northern Territory: NTU Press, 1990. 325 pp. ISBN 094907022X. \$28.40. Available from NTU Press, PO Box 40146, Casuarina, NT 0811.

**Cook, Michael and Margaret Proctor.** *A manual of archival description*. 2nd edition, Aldershot Hants, England: Gower, 1990. 291 pp. Includes illustrations, index. ISBN 0566036347. \$93.00. This completely revised and updated edition aims to establish standards for the production of finding aids and finding aid systems with application in general repositories. Its five parts deal with: the nature of archival description; the data structure/elements of archival description; description formats with models; illustrations and examples of the rules and regulations outlined in the guide; and, attention to 'special' formats found in regular archival repositories. This last section includes cartographic archives, sound, film and video among others and provides an outline format for the description of archival material using and adapted version of the US/MARC AMC format. Available from Gower Publishing Australia Pty Ltd, 100 Harris St, Pyrmont, NSW 2009.

**Cox, Richard J.** *American archival analysis: the recent development of the archival profession in the United States*. Metuchen, NJ: Scarecrow Press, 1990. 347 pp. Includes bibliography, index. ISBN 0810823381. \$US37.50. A series of essays which address issues in archival enterprise including archival history, scholarship, appraisal, professionalism and education. Available from James Bennett Library Service, 4 Collaroy St, Collaroy, NSW 2097.

**Doxford Harris, Helen and Gary Presland.** *Cops and robbers: a guide to researching 19th century police and criminal records in Victoria, Australia*. Nunawading: Harriland Press, 1990. 146 pp. Appendices, bibliography, illustrated, indexes. ISBN 0959358528. \$12.50 plus postage. A detailed guide to researching the archival and printed sources of information on police, courts and prisons in 19th century Victoria. Covers Victoria Police service records, Royal Commissions into the police, criminal trial briefs and prison registers. Available from Harriland Press, PO Box 92, Forest Hill, Victoria 3131.

**Gavrel, Katherine.** *Conceptual problems posed by electronic records: a RAMP study*. Paris: General Information Programme and INISIST, 1990. ISBN PGI-90/WS/12. The study discusses the challenge of electronic records to traditional archival principles and practice, particularly in appraisal, arrangement and description, conservation, and research use. The author states that 'archivists should move from

being passive receivers of documents to active participants in the design and development of information systems'. Available from Hunter Publications, 58a Gipps Street, Collingwood, Victoria 3066.

**Griffin, Graham.** *Mining the Past: The Mount Morgan Photographic Archive and the Uses of Photography*. Cultural Policy Studies: Occasional Paper No. 9. Nathan, Qld: Institute for Cultural Policy Studies (ICPS), Division of Humanities, Griffith University, 1990. 25 pp. Includes bibliography. ISBN 0868573728, ISSN 10313656. \$7.50 (plus \$1.50 postage). The collection covers the beginnings of the Mount Morgan mine and township in 1883 until 1915. The paper questions the conventional use made of the archive and considers the potential for extending the range of both the possible meanings of the photographs and their current use. Available from the Administration Officer, ICPS, Division of Humanities, Griffith University, Qld 4111.

*Guide and resources for archival strategic planning (GRASP)*. National Association of Government Archives and Records Administrators (NAGARA), 1990. \$US95.00 SAA members, \$US120.00 non-members (plus postage and handling). This is a guide for archival repositories which addresses preservation needs for staffing, facility, and holdings. It consists of three coordinated tools. The first is a *Computer-Assisted Self Study* which provides multiple-choice questions about preservation issues as they affect archival functions. The program is for IBM-compatible PCs with at least 360k memory and is available on both 3½" and 5¼" discs. The second, a manual, provides specific preservation strategies (205 pp, paper bound). The third, the *GRASP Resource Compendium*, provides readings and citations and is divided into: resources, administration, security and disaster, physical plant and environment, record materials, and reprography (645 pp, paper bound). Available from Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605.

**Hevelawa, Jacob, compiler.** *A Guide to the post-war records of the Department of the Government Secretary*. [Waigani]: National Archives and Public Records Services of Papua New Guinea, 1991. 20 pp. Includes index. ISBN 9980909994. Gratis. This is one of a series planned for publication to cover groups of records in the National Archives. The documents described in the Guide cover records created and maintained by the Department of the Government Secretary over the last two administrations prior to independence in 1975. The date range is 1941-1960. Some information on the functions and activities of the various departmental branches is provided together with details on arrangement and on available complementary sources. Available from National Archives and Public Records Services.

**Hughes, Joy N., editor.** *Local government . . . local history; a guide to NSW local government minute books and rate records*. Sydney: Royal

Australian Historical Society, 1990. 109 pp. Includes maps. ISBN 0909954348. \$12.50 plus \$2.00 postage. A centralised listing of basic and fundamental local history records throughout New South Wales, encompassing records generated by local councils over the years since the first incorporation was made in 1842 and the bulk of the State was shired in 1906. The many changes in local government boundaries are also documented as is the impact of legislative changes. Available from the Society, 133 Macquarie St, Sydney 2000.

**Johnson Jr, A. K., compiler.** *Guide for the selection and development of local government records storage facilities.* NAGARA Local Government Records Technical Publications Series, No. 1. National Association of Government Archives and Records Administrators in cooperation with the International Institute of Municipal Clerks and the National Association of Counties, 1990. 20 pp. Includes appendices, bibliography, maps. \$US5.00. Discounts available for 10 or more copies. This booklet defines local records, discusses the benefits of their preservation, and describes criteria for layout, shelving, temperature and humidity control, fire protection, security, and vaults for records centre buildings (as opposed to archival storage facilities). Available from Jeff Jagnow, Council of State Governments, PO Box 11910, Lexington, KY 40578.

**Lawrie, R.** *Guide to the Archives of the New South Wales Parliamentary Library 1840-1990. Guide to the Archives of the New South Wales Parliament, Part 4: Sesquicentenary of the Parliamentary Library 1840-1990.* Sydney: New South Wales Parliamentary Archives, 1990. 188 pp. ISBN 0730578283. This is an excellent example of an archival guide, being well-presented and containing a thoroughly researched administrative history together with descriptions of 61 series and associated item lists. Also includes advice on how to cite material, a list of parliamentary references to the library and is a useful item for anyone interested in writing a library or archival history. Available from the Parliamentary Archives, Parliament House, Macquarie Street, Sydney, NSW 2000.

**Levine, Arthur.** *Global copyright issues in the secondary information industry.* NFAIS report series; No. 4. Philadelphia, PA: National Federation of Abstracting and Information Services (NFAIS), 1990. 96 pp. ISBN 094230828X. \$US100.00. A manual aiming to concisely summarise the copyright laws of the Americas, the Asia/Pacific rim, and Eastern and Western Europe, including EC legislation. Each entry covers the duration of copyright, registration and notice, owner's rights and recent copyright developments. While the information presented is general the manual does highlight the major issues of which information workers should be aware especially for those confronted with international copyright problems. Available from NFAIS, 1429 Walnut St, Philadelphia, PA, USA 19102.

**Luner, Phillip, editor.** *Paper Preservation: current issues and recent developments.* Atlanta, GA: Tappi Press, 1990. 150 pp. Illus, bibliographical references. ISBN 0898525004. \$US88.00, members \$58.00. This is an edited version of the papers presented at the TAPPI Paper Preservation Symposium held in October 1988 in Washington, DC. The 35 articles address the concerns and problems of deterioration of archival documents in the world's libraries, museums and cultural institutions. Available from TAPPI Press, PO Box 102556, Atlanta, GA 30368-0556, USA.

*Managing cartographic, aerial, photographic, architectural, and engineering records.* Washington: National Archives and Records Administration (NARA), 1989. 44 pp. A guide with information on the creation, maintenance, use and disposition of such records as well as their identification, preservation and transfer to the National Archives. The illustrated guide is designed for easy reference. Available from the Records Administration Information Center, National Archives and Records Administration, NIA, Washington, DC 20408.

**McCormick, John A.** *A guide to optical storage technology: using CD-ROM, WORM, erasable, digital paper, and other high-density optomagnetic storage devices.* Homewood, Ill: Dow Jones-Irwin, 1990. 152 pp. Includes appendices, illustrations, index. ISBN 1556233205. \$68.95. The author maintains that the only viable solution for cost-effective information storage is optical storage. Each type of optical storage technology is reviewed with regard to the method of production, how it works, cost, and appropriateness of use in concise and clear language. Appendices include a comparison of the various technologies used to store or distribute information. The index outlines the capacity, features, cost, and best uses of each medium. Available from the Chief Supplier, Harry Howell, 53 Gordon Crescent, Lane Cove, NSW 2066.

**McLaughlin, Trevor.** *'From Shamrock to Wattle': Digging Up Your Irish Ancestors.* Second edition. Melbourne: Genealogical Society of Victoria, 1990. 158 pp. Includes bibliography, index. ISBN 0949672246 paper. \$15.00. This edition includes many new sources available (especially Victorian) since the first edition of 1985. It aims to 'help you locate as precisely as possible the place in Ireland from which your ancestor came' and to provide background to the means and motives for migration of early Irish Australians. Contains useful list of addresses and bibliography. Available from the Genealogical Society of Victoria, 5th Floor, Curtin House, 252 Swanston St, Melbourne, Victoria 3000.

**Nicholson, Ian.** *Log of logs: a catalogue of logs, journals, shipboard diaries, letters and all forms of voyage narratives 1788 to 1988 for Australia and New Zealand and surrounding oceans.* Roebuck Society

Publication No. 41. Canberra: the author jointly with the Australian Association for Maritime History, 1990. ISBN 0731665341. \$40.00. Available from I. H. Nicholson, 18 Wunnunga Crescent, Yaroomba, Qld 4573 and Roebuck Society, 42 Araba St, Aranda, ACT 2614.

**Palmer, Richard Phillips and Varnet Harvey.** *How to manage information, a systems approach.* Phoenix, Az: Oryx Press, 1990. ISBN 0897746031. \$22.50. This book is aimed primarily at managers involved with corporate records, libraries, data bases or other 'information' resources. Its objective is to provide a model for understanding information management systems. The book is organised so as to follow the seven tasks in a systems study: (1) the nature and role of information (2) the systems approach to information management (3) discovery of viable alternatives (4) selection of evaluative criteria (5) selecting the optimum alternative (6) project development and (7) future information management. It could be a useful guide for developing an information management system or to provide ideas for initiatives in information management. Available from James Bennett Library Services, 4 Collaroy Street, Collaroy, NSW 2097.

**Parliament of the Commonwealth of Australia.** *Australia as an information society: grasping new paradigms. Report of the House of Representatives Standing Committee for long term strategies.* Chairman, B. O. Jones, MP, Canberra: AGPS, 1990. 82 pp. ISBN 064414371. \$10.00. The Committee's terms of reference were to inquire into and report on: the desirability of adopting a National Information Policy; equity in information access and transfer; the dimension of the 'information explosion'; questions of personal privacy and national sovereignty; and 'information' as a factor in employment, production and export. Submissions were received from various areas including the archival and library fields. The report draws a number of conclusions one of which includes the need for an increase in the capacity of 'institutions/organisations to provide adequate access to information so that it is capable of being transformed into knowledge for the benefit-of society'. Available from AGPS Mail Order Sales, GPO Box 84, Canberra, ACT 2601.

**Ritchie, John, general editor.** *Australian Dictionary of Biography Vol 12, 1891-1939, Smy-Z.* Carlton, Victoria: Melbourne University Press, 1990. 611 pp. ISBN 0522844375. RRP \$53.00hb. Available from the Melbourne University Bookroom, University of Melbourne, Swanston St, Carlton South, Victoria 3043.

**Smith, Diane and Boronia Halstead.** *Lookin for your mob: a guide to tracing Aboriginal family trees.* Canberra: Aboriginal Studies Press, 1990. 132 pp. ISBN 0855752092. \$10.00. The Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) has produced this guide to tracing Aboriginal family trees. Part one deals with how to

start, various methodologies and available resources. Part two covers how to organise the results of a search and includes a pull-out chart. Available directly through the Institute by contacting the Sales Assistant, AIATSIS, GPO Box 553, Canberra, ACT 2601.

**Stephens, W. B.** *Sources from US history: nineteenth-century communities.* Cambridge; New York: University Press, 1991. 558 pp. Includes bibliographical references and index. ISBN 0521353157. RRP \$185hb plus \$4 postage. This book offers a detailed and comprehensive guide to the contemporary source materials (printed and manuscript) for the study of the history of individual communities and their regions in the nineteenth century United States. It covers demography, ethnicity, race, agriculture, settlement, religion, education, politics, local government, economic aspects, poverty, health and crime, and provides advice on research topics and appropriate methodologies. An invaluable reference work for archivists. Available from Cambridge University Press, 10 Stamford Road, Oakleigh, Victoria 3166.

**Stuckey, S., editor.** *Privacy versus access to records: Proceedings of the seminar held in Canberra on 30 April 1991.* Occasional Papers No. 1. Canberra: Australian Society of Archivists, ACT, 1991. c130 pp. \$20.00. Includes papers presented by Kevin O'Connor (Privacy Commissioner), Warren Horton (National Library), Ian Castles (Australian Statistician), Prof Ross Kalucy (National Health & Medical Research Council), and Ric Throssell. Also included are transcripts of all question and answer sessions. Available from ASA Publications, PO Box 83, O'Connor, ACT 2601.

*Te Hikoi Marama; A directory of Maori information resources.* (Wellington): Auckland Public Library: National Library of New Zealand, 1991. ISSN 11705450. Price unknown. A directory of New Zealand collections or resource centres which hold recorded Maori information or learning resources. It was compiled as a result of a survey conducted in 1990, largely by mail. Altogether over 80 collections are listed and the information given includes; address and contact information, brief notes about items in the collection of Maori interest, access arrangements, and format of each collection. A subject index is promised for future editions. The directory is well laid out and easy to use and provides a model which could well be adapted for recording the location of Australian Aboriginal information resources. Available from Auckland Public Library, PO Box 4138, Auckland 1, New Zealand.

**Upward, Frank and Jean P. Whyte, eds.** *Peopling a profession: papers from the fourth forum on Australian Library History, Monash University, 25 and 26 September 1989.* Monash occasional papers in librarianship, recordkeeping and bibliography; 1. Melbourne: Ancora Press, 1991. 173 pp. Bibliographies. ISBN 086820149, ISSN

10362037. \$25 (includes postage). This collection of 12 papers published by the Graduate Department of Libraries, Archives and Records at Monash University includes contributions from Boyd Rayward, Keith Davison, Mary A. Ronnie, Richard Overall, John Thompson and Peter Biskup. Frank Upward's paper 'Association amongst archivists during the 1950s' provides interesting background to the archival profession of today especially for its younger members. Available from the Graduate Department of Librarianship, Archives and Records, Monash University, Clayton, Victoria 3168.

**Walne, Peter.** *Selected guidelines for the management of records and archives: A RAMP reader.* Paris: General Information Programme and UNISIST, UNESCO, 1990. 208 pp. PGI-90/WS/6. Free. This collection is designed to promote and disseminate methods, norms and standards for information handling. The compilation, which includes contributions from Felix Hull, Michael Cook, Klaus B. Hendriks, Eric Ketelaar and David L. Thomas has been selected from RAMP studies previously published and is arranged chronologically from 1981 to 1987. Topics cover sampling techniques, curriculum development, access, preservation, reprography, records schedules, machine readable records, legislation, oral history, security and storage. A list of RAMP publications up to May 1990 is annexed. Available from Hunter Publications, 58a Gipps Street, Collingwood, Victoria 3066.

**Ward, Alan.** *Manual of sound archive administration.* Aldershot, Hants, England: Gower, c1990. 288 pp. Bibliographical references, index. ISBN 0566055716. \$93.00 covers the handling, control, and preservation of sound and video tape archives. Available from Gower Publishing Australia Pty Ltd, 100 Harris St, Pyrmont, NSW 2009.