REVIEWS

Edited by Glenda Acland

Publications

Alison Turton, editor, *Managing Business Archives.* Oxford. Butterworth-Heinemann in association with Business Archives Council, 1991. 462 pp. ISBN 0 7506 0211 2. $175.00. (Available in Australia from Butterworths Pty Ltd, PO Box 345, North Ryde, NSW 2113.)

For the statistically-minded, this book runs to over 450 pages and contains seventeen chapters in addition to notes and an index. The physical impression is almost as daunting as the price-tag of $175.00. But is it worth the price?

The question of value largely concerns the extent to which *Managing Business Archives* meets its objectives and satisfies its target audience. Part of the answer is that the target audience is unclear. The flyleaf makes the extravagant claim that the book 'is at once a work of reference for the experienced practitioner and an indispensible handbook for the beginner'. Fulfilling either of these goals is hard enough — fulfilling both together seems over-ambitious. The other part of the answer is that the target audience is, regardless of anything else, either working in (or vitally interested in) the British environment. As a result, many issues raised or comments made will be unfamiliar or irrelevant to Australian readers. (In this review, I am assessing the benefits of the book to Australian readers in particular, rather than its intrinsic merit.)

The chapters in *Managing Business Archives* are: 1. *Business Archives in the United Kingdom: history, conspectus, prospectus;* 2. *The development of British business and company law since 1750;* 3. *The development of office technology;* 4. *Getting started;* 5. *Corporate records;* 6. *Accounting records;* 7. *Legal, public relations, marketing, personnel and production records;* 8. *Business archive formats;* 9. *The repository;* 10. *The corporate archivist and records management;* 11. *Finding aids;* 12. *Conservation;* 13. *The use of computers;* 14. *Access policy;* 15. *Supplementing the collection;* 16. *The public relations use of business archives;* 17. *The business archivist as manager.*

It may strike you, as it did me, that the ordering of chapters seems somewhat arbitrary, and that there is overlap between chapters. To

read about the qualities of paper, for example, one could go to chapters three, eight and twelve. Storage conditions are dealt with in both chapters eight and nine. The index provided at the back of the book is helpful, but incomplete. (The recruitment and management of archival staff is covered in the text, for example, but in the index 'staff' and 'personnel' refer only to personnel records and their archival value.)

There are a number of very readable and useful chapters, although most have at least some references to legislative requirements which are not applicable in Australia. In chapter 6, some valid and interesting comments about the uses and types of accounting records are made. Chapter 8 summarises useful information about the qualities and storage requirements of different record formats. Chapter 9, despite an odd preference for static shelving bays without backs or top shelves to encourage the 'free circulation of air', and an outdated summary of fire-extinguishing systems, nonetheless contains some useful general comments. Chapter 12 contains a good basic outline of the range of conservation options available. In chapter 13, Michael Cook makes some helpful observations about the role of computers in managing archives, although some of the information is already outdated. I found chapter 14 the most useful and relevant in the book, dealing with issues and procedures regarding access in business archives, an environment where legislation provides few guidelines. In chapter 16, a number of valuable points are made about the public relations uses of archives and ways in which the archives' profile can be raised. Chapter 17 is also a good general overview of not only the archivist's role as a manager but also the need to recognise and work within the corporate culture of the organisation. The point that a budget legitimises the archives position in the hierarchy is also well made.

Chapter 11 makes many helpful points, but I found the overview of arrangement and description surprising. The author, from his footnotes and references, is familiar with the series system as well as the traditional group approach, but omits meaningful comments or discussion from his chapter. I do not believe I am being parochial in thinking that the practice as well as the implications of the series system ought to have been included in such a recent overview.

The 'Britishness' of the book is manifested most clearly in an emphasis on the role of archives as primarily a resource for historical research. The close connection of the Business Archives Council with the research community has created a way of looking at and talking about business records which is foreign to most Australian business archivists. Even the choice of subjects in chapters shows a bias towards the historical: the history of business archives in the UK; legal developments since 1750 (traced in detail up to the end of the nineteenth century but no further); and the development of office

technology since parchment (concentrating mostly on the roles of a number of manufacturing companies).

The other major drawback of the British context is the extent to which many chapters are based on legal requirements specific to their jurisdiction. This means that a number of chapters, and parts of several more, are of only academic interest outside Britain. Legislation dealing with company structures, the creation and retention of records, copyright, privacy and anti-discrimination in staff recruitment are all crucial to the chapters in which these issues are raised. Other aspects of the British environment which are discussed at length and are not relevant to operating in Australia include the role of primary materials in the school history curriculum, some types and formats of records, and the history and current makeup of the business archives community.

Many of the authors are, even within the limitations of the British context, fairly inflexible in their recommendations. It is only fair that they speak from their experience, but only a few acknowledge that one of the main challenges of working in business archives is that the environment — expectations, priorities, scale of tasks — varies dramatically. In chapter 10, *The Corporate Archivist and Records Management,* for example, Derek Charman recommends making an inventory of all series in all departments, and specifically criticises records managers who try to 'cut corners'. In Australia, in larger organisations especially, it is taken for granted that 'cutting corners' by taking more efficient approaches is the only way to keep this task in perspective. He also states that he has taken the involvement of the archivist in appraising current records as 'axiomatic' — a doubtful assumption, given the range of roles fulfilled by records professionals in business. In chapter 4, *Getting Started,* Bridget Stockford recommends presenting the archives policy to the main Board so that its acceptance can be minuted. In some organisations this is straightforward, in some beyond imagining. In talking about public relations and publicity records in chapter 7, Leonard McDonald says firmly that news releases and newsclipping files are worthy of permanent retention, without acknowledging any potential problems, especially of scale. Especially in a book designed for beginners, having firm rules like this laid down without regard to different environments is less than helpful. And after making these unambiguous appraisal recommendations over twenty-two pages, it seems odd for McDonald to say in the brief conclusion that no hard and fast rules can be applied. As a final comment, many of us would have problems with going to historians, as he suggests, for help with appraisal decisions about 'legal, public relations, marketing, personnel and production records'.

Part of the difficulty, I think, is that so large a subject is being addressed. Comments or recommendations tend to be either so

specific as to be irrelevant in other contexts, or so broad that they are almost meaningless. The best chapters are those which focus on specific, manageable areas and describe a range of options. Having varying levels of success is inevitable with so many contributors, but it does make the book uneven, as well as inconsistent, in its attitudes to the role of archives and archivists in business.

This is a well-written and handsome book, but overall it is not, in the Australian context, an especially useful one. In approaching this review, I initially tried to put the price out of my mind. Eventually, though, I decided that any prospective purchaser would reasonably ask whether it is worth the very high price. I would have to answer that, for an Australian reader, the answer would probably be no. The 'experienced practitioner' will be familiar with most of the general issues raised and will benefit from the more detailed sections only if keenly interested in the British scene. The 'beginner' is more likely to be confused than enlightened by the different legislative requirements and 'foreign' cultural assumptions presented in the book.

As a final aside, I note that most of the contributors have listed *Keeping Archives* as a reference. I will again risk sounding parochial by commenting that we are lucky to have such a resource, written about (but not limited by or to) the Australian scene. If you are operating in an Australian business environment, and you have a copy of *Keeping Archives,* then *Managing Business Archives* is not going to assist you much more. The ASA should be proud, not only to have produced such a useful book, but to have been able to keep the price within the reach of all interested people and organisations.

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Terry Cook, *The archival appraisal of records containing personal information: a RAMP study with guidelines.* Paris. UNESCO General Information Programme and UNISIST, PGI-91/WS/3, 1991. 99 pp. (Available from Division of the General Information Programme, UNESCO, 7 Place de Fontenoy, 75700 Paris, France.)

This is an essential piece of reading not just for an appraisal archivist, but for anybody interested in what Brichford calls 'the greatest professional challenge to the archivist' (*Archives and Manuscripts: Appraisal & Accessioning,* one of the excellent SAA Basic Manual Series, 1977). It is of direct interest (and in my view compulsory interest) to those archivists who appraise, sentence or keep records containing personal information.

Terry Cook has produced a ground-breaking exposition on not only the vexed question of what do we do as archivists with the exploding

quantities of personal information (in balance with the concerns for cost and privacy), but he has done much to advance the general theory of appraisal.

This latest in the sometimes patchy series of RAMP studies addresses itself to the whole question in a way that I have not encountered before. It is divided into four chapters, these very usefully summarised in ten pages of guidelines, followed by the appraisal questions asked in the infamous FBI case, and ending with a six-page bibliography.

The first chapter deals with the values of and problems with personal information, and introduces some of the main appraisal concerns raised by this type of record. The second chapter gives the terminology used in the study, the characteristics of personal information records, and three special categories: essential records that must be kept permanently; appraisal of Government personnel records; and the 'politics of appraisal', genealogy and informational value. For me, chapter three is the hub of this work — of which more later — a theoretical appraisal model, introducing the concept of 'macro-appraisal'. Chapter four deals with appraisal methodologies, criteria and options and includes general working rules, and specific and practical issues such as cost, preservation and sampling. The guidelines in chapter five summarise the study.

In the early pages of this study Cook makes much of the fact that there has been — at least in the English-speaking world — little debate over or discussion on the very basics of appraisal. This is especially so, I would argue, at a time when there has been change in research trends, reflecting the relationship the public has with its government. No longer are people interested principally in the higher policies of government, but there is an increased interest in what has been called the 'history of the common person'. This has happened at the same time as what I would argue has been the hijacking of the entire appraisal debate by the electronic records issue. While this is no doubt of great importance, and could be life-threatening to the profession, we will not advance this or other issues until we start thinking again about the very basics of selection of the archival record. What actually comprises the archival record held in the electronic form will naturally fall into place when we have resolved the more basic appraisal debate. I do not dispute that much of the archival record of the last thirty years is in imminent danger of disappearing (or may actually have gone) by our inability to resolve the 'ER debate'. Even so, more than 90% of the bulk of information that contains (somewhere) the archival record is still on paper, and we must not get distracted from re-assessing what we think makes up the archival record by this technological problem. Cook has, in my opinion, made a great contribution to this; it is my hope that it is followed up.

How do we balance value with volume, with the added complexity of privacy considerations? In a society where the citizen-state interaction, as Cook calls it, is becoming more and more dominant, with the potential subsuming of the former by the latter, how do we record this interaction as a phenomenon without becoming part of it? What archival values are actually held in this information, and where does that value rest?

These questions and more need to be answered, and Cook goes some way to leading us in the right direction. At the same time he forces us to look at the way we have traditionally approached the problem. You can get an idea of his thesis by the very existence of a section entitled *The Failure of 'Traditional' Archival Appraisal.* He says:

> What is missing from this traditional approach to appraisal is a general theoretical overview of records creation in society. Such an overview is essential in order for archivists to decide which series of records it is that they should be applying . . . sets of appraisal questions to in the first place.

So he presents us with a solid and I might suggest unimpeachable view of how we might approach the daunting task of appraising the mountain of information. Given that '[a]ppraisal is a work of careful analysis and of archival, diplomatic, and historical scholarship, not a mere procedure or process' he suggests that '[a]rchivists must look at the essence of the communication between the citizen and the state rather than at what was communicated'. It is here that he presents his view of macro-appraisal, with the conceptual understanding of what was the role of the citizen-state relationship, what did each gain (or indeed lose!) from the relationship, and what was the full scope of the contact and the resultant record created. Unless you understand that, how can you approach the records? And when you do approach the records, you must do it in an holistic way, not by following what I suspect (and know in the Australian Archives experience) has been the process: look for the bulky collections of records first, and appraise them because of the costs of storage and servicing them. Cook castigates archivists for starting at the bottom of the records creation pyramid rather than where they will find the rationale for the actual existence of the records in the first place, and hints at what things to look for lower down the pyramid. He argues that there are wider considerations that archivists need to remember as well, for example 'the voice of marginalised groups may only be heard (and thus documented) . . . through their interaction with the state, and thus archivists must listen carefully to make sure these voices are heard' (p. 36).

So, how do we go about appraising records containing personal information? Archivists 'must remember that, in an age of resource restraint, each unnecessary record retained by an archives in all likelihood eliminates the acquisition and custodial care of one with

genuine archival value' (p. 5). Also, 'searching out actual and anticipated research uses of the records is *not* part of the archivist's job. Indeed, acquiring records to serve or follow research trends is unarchival, and distorts good appraisal' (p. 33). Cook argues that there are four essential personal information record types that must be retained permanently: records proving civil status, land registration records, certain court and legal records, and the national census of the population. (Given my work position I make no comment on the last category!) Beyond this, he argues for the retention of certain levels of Government employee personnel records, based on Canadian Government experience. (My own view of this can be seen by the fact that I have just approved a change in Australian Government practice whereby these records are now destroyed along with everyone else's!!) He also expounds well the pros and cons of the sampling processes, and the various types of sampling to use in different cases (and here again I disagree with him; the Australian Archives has abandoned sampling except in the rarest of circumstances).

In summary, Cook proposes four factors to consider: the 'macro-appraisal' model employing the societal 'image' of citizen-state interaction, utilising the holistic approach to all interrelated series, applying general working rules and specific appraisal criteria (such as completeness, authenticity, etc), and tempering the decision with relevant practical, preservation and political considerations.

I urge you to read this study, one of the great pieces of archival theory of the nineties.

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Adam Green, *The development of policies and plans in archival automation (automating)*: a RAMP study with guidelines.* Paris. UNESCO General Information Programme and UNISIST, PGI-91/WS/19, 1991. 71 pp.

Christopher Kitching, *The impact of computerization on archival finding aids: a RAMP study with guidelines.* Paris. UNESCO General Information Programme and UNISIST, PGI-91/WS/16, 1991. 69 pp. (Available from Division of the General Information Programme, UNESCO, 7 Place de Fontenoy, 75700 Paris, France.)

*Reviews Editor's note: The title and bibliograhic pages of this publicatcn, both of which are photographic reproductions of the author's text, show 'archival automation'. The cover page, added by RAMP, shows 'archival automating'.

These two publications on automation arrived at a time when Australian archivists are embarking on major new directions in this area. Whether you are a member of Australian Archives involved in a review of ANGAM or RINSE, or in a small collecting archive looking at the application of your word processing microcomputer for the preparation of finding lists, these publications will be of interest.

The development of policies and plans in archival automation is a primer for archivists. Any archivist unfamiliar with automation will find basic concepts explained in understandable language and a clearly laid out strategy for deciding on, then implementing, a system. While archivists familiar with automation will find much of this introductory material unnecessary the rigor suggested in the strategy is of value to all archives establishing or upgrading systems. It looks at the pros and cons of many automation concepts — 'turn-key' or user development, stand-alone or network, free text or structured database, own staff or consultants and even, the hardest decision of all after a full assessment, the decision not to automate at all.

The whole concept is clearly described and the options well argued. The study answers most of the questions archivists will ask and evaluates some of the likely 'easy' options that some archives or employing authorities may wish to take. Even the appendices are of value: one outlines the principal stages in an automation project; two is a planning questionnaire to help you and the users decide what you need in a system; and three is a list of operational requirements for the tender document.

One element of particular value in the study is the honest assessment of costs. No attempt has been made to hide the real costs of automative projects including the cost of inputting data and staff to support the inevitable bugs in the software. This is a realistic assessment of automation and archives and is recommended particularly for those embarking on automation for the first time.

The second study, *The impact of computerization on archival finding aids,* may not have such widespread appeal but it is a signal document for the direction of archives in Australia over the next decade.

The ACA Glossary project is well underway, STAG has agreed on a project to attempt to establish common descriptive standards and the National Library of Australia and the Australian War Memorial are active users and advocates of MARC:amc.

All the large archival institutions are currently looking at standardisation that is likely to lead to an archival network that will revolutionise both training of staff and services to users throughout Australia. Access to archival records will be enhanced immeasurably.

This RAMP study is the background to the flurry of activity in

Australia. It surveys automation in archival institutions across the world, focusing particularly, but not exclusively, on the development of finding aids. RINSE and ANGAM are well described. The study takes an honest look at the magnitude of such standardisation. It tells us that international networking is a distant star, even national networks are still a spluttering candle in most countries. However it still points to the future with the recent ICA developments based on earlier work in the United States, Canada and Britain. It is clearly not an easy task, unlikely to be solved in a few short months and a couple of ICA meetings. If Australia is to advance in this area it is likely to choose one of these three directions and to build up a network in stages.

The lack of standardisation of archival description in the first place and the many separate solutions being developed in Europe alone will be a major problem for the European Community. Dr Eric Ketelaar, the General State Archivist of the Netherlands, highlighted this in his address to the ASA Conference in May this year. While this is the major problem, other elements are not forgotten. Data exchange formats so that one computer can talk to another, the establishment of computer networks within our baronial Federal/State system in Australia, and the experimentation with new computer technology are some issues grappled with in the study.

If you think these may be insurmountable problems, the study goes on to look at other concepts to test the reader's capacity to change. The creation of dynamic finding aids is explored. These are constantly kept up-to-date to allow for more extensive and better directed searching. The development of inter-repository provenance and authority concepts are two further issues that such standardisation could provide.

While such concepts may be difficult to put in a workable system it was clear that Australia was seen as playing a leading role in finding a solution. This country was linked with Hungary, Italy, The Netherlands, Britain and the United States of America as key players in finding a national, if not international solution.

Two notes of warning in the document are already clear to archivists in Australia. One is the lack of uniformity in terminology. The ACA glossary surveys have already demonstrated that we use many different words to describe different concepts in different institutions. We will need to accept some major changes in terminology if we are to have standard descriptive practices in Australia. The other is that if such standard practices are to be adopted, there must be widespread discussion across the widest possible archival constituency in Australia. If the resulting standards are to be a success, we must have support from archivists and user alike.

The RAMP study shows that while there is a lot of work being done on common standards for archival description the real success is being

achieved where there is prescription in these standards. MARC:amc and the Research Libraries Information Network (RLIN) development in the United States were the most promising prescriptive examples across both government and collecting archives.

Both these RAMP studies follow on the success of their predecessors. They are written in clearly understandable terms and offer a useful summary of the state of automation in archival institutions across the world in the 1990s.

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John Cantwell, *The Public Record Office 1838-1958.* London. HMSO, 1991. 631 pp. ISBN 0 11 440224 8. £50.00. (Available from HMSO Publications Centre, PO Box 276, London, SW8 5DT, UK.)

The publicity for this book describes it as 'the first official history of the office', but the author perhaps more accurately says it is 'as much a chronicle as a history'. It is a very detailed chronicle of the first 120 years of the Public Record Office from the commencement of the original Public Record Act to the passage of the modern Act.

The author, John Cantwell, was an inspecting officer in the PRO, much involved with the transfer of Second World War records, before being appointed an assistant keeper in 1975. He retired in 1985. In his introduction, the author suggests that the entire period was one in which there was an 'absence of any great themes of policy apart from the constant quest for better and more secure accommodation for the records'.

In coverage, the book dwells more on the nineteenth century than on the fifty-eight years of the twentieth century that are encompassed in the title. There are good reasons why this should be so, but it does leave the work a little unbalanced. At times during the first 300 pages, the reader could be forgiven for feeling slightly confused by the wealth of detail about ancient feuds and jealousies and there is a slight question about where it is all leading.

The early sections of the book are as much a commentary on the operations of the English civil service prior to the Northcote-Trevelyan reforms as on the PRO itself. The attempts by Sir Francis Palgrave and his successors to obtain adequate remuneration and conditions from the Treasury promoted some robust correspondence between the parties. Recruitment was another matter. In the unreformed service so many positions were within the gift of someone, or, in the case of some lowly classified positions, passed through the family.

The trials and struggles of the early deputy keepers to establish the Office, and to cope with the interventions of successive Masters of the Rolls (the designated Keeper under the 1838 legislation) are dealt with at great length. Also apparent is the tremendous task faced by the first three deputy keepers, not only to establish the Public Record Office, but to bring within its control all the other record offices scattered around London. The heads of these record offices became assistant keepers of the PRO on its establishment, but seem scarcely to have been overjoyed at the introduction of a central Public Record Office absorbing all their fiefdoms.

As these assistant keepers had direct access to the Master of the Rolls, presumably in deference to their former status and to their patrons, their jealousy and resentment at the appointment of Sir Francis Palgrave as their chief had a convenient outlet. The early deputy keepers had to contend with interventionist Masters of the Rolls (Langdale, Romilly and Jessel), the aggrieved assistant keepers and a succession of activist complainants from the PRO's reading room population. One such (Maxwell Lyte) was subsequently appointed as the fourth deputy keeper in 1886 at the early age of thirty-seven, a move that ensured that the assistant keepers were 'for once, united, even if only in resentment'.

What is missing is a discussion of the underlying situation which led to the establishment of the PRO and the bringing together of a diverse number of records offices. The failure of the Records Commission to meet the needs of the day is mentioned but not in any detail. In fact the establishment of the PRO was in response to a growing demand for access to the records. Yet there is but a passing mention of the growth of research into the medieval records and the connection between this and the rise in interest in the medieval origins of English law and the organisation of government. This all coincided with the moves towards political reform which dominated the political landscape in England during the nineteenth century.

Instead the reader is treated to glimpses of nineteenth century life in the PRO — a life which was none too pleasant for either the assistant keepers, the clerks and copyists, or the workmen. References to illness are constant among all three groups as they laboured to work with at best very dirty medieval records. In some instances the records had been submerged in sewage effluent or the like. Eye infection was not uncommon. Nor presumably were the usual run of winter illnesses, as even in the new Chancery Lane building conditions were primitive. Heating and lighting were non-existent in most cases as a fire precaution. One assistant keeper complained 'on a dark and foggy day he could barely recognise anyone entering his room'.

Later on, not surprisingly, the era(s) of Sir Hilary Jenkinson are well developed. Sir Hilary's management style shines through. In fact the

parts dealing with Sir Hilary's reign, 'the last of the old-style keepers', contain some of the most fascinating detail especially of the exchanges between the PRO and the Treasury and Sir Hilary's reactions to the Grigg Committee. 'He talks incessantly and is perfectly convinced that he knows all the answers', probably sums up the Treasury view of Jenkinson who clearly relished the struggle.

Documenting a hundred and twenty years of the PRO was obviously going to be a difficult task but Cantwell has clearly enjoyed his work. He has managed to write a history which leaves you with a clear sense of progress in an organisation which takes on a life of its own as the years unfold. It is a history that was well worth writing and the book is a valuable reference for understanding the records tradition it documents.

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Steve Stuckey and Kathryn Dan, editors, *Privacy versus Access: Papers from a Seminar on the issues of the right to privacy, the right of access to information, and the dilemma of the records' custodian, 30 April 1991.* Canberra. Australian Society of Archivists Inc., ACT Branch, 1991. 124 pp. ISBN 0 947219 04 8. $20.00 (including postage). (Available from Australian Society of Archivists Inc., ACT Branch, PO Box 83, O'Connor, ACT 2601.)

Should genealogists have access to sources which contain evidence of illegitimacy in a family? What is the moral or philosophical basis of an individual's 'right to privacy'? If there is a 'right to privacy', how can this be reconciled with the widely supposed and currently more fashionable 'right to know'?

These questions provide something of an insight into the highly successful *Privacy versus Access* seminar presented by the Australian Society of Archivists Inc. ACT Branch on 30 April, 1991. In published form, the seminar papers draw together contributions from a broad cross-section of interested professions, decision-makers and lobby groups. In addition to archivists, contributors include the Commonwealth Government's Privacy Commissioner, the Director-General of the National Library, Community Affairs spokesperson for the Australian Computer Society (also representing the Australian Privacy Foundation), Director Australian Bureau of Statistics, a former diplomat, a medical scientist, a journalist and a genealogist.

Overall the quality of contributions in these *Papers* is extremely high, suggesting that relative newcomers to the debate will experience a degree of difficulty in coming to grips with the intellectually

demanding nature of many of the issues raised. But it would be a mistake to attribute a purely esoteric character to the presentations. The proceedings contain some interesting and provocative case studies including Ric Throssell's much publicised quest for access to ASIO files detailing surveillance activity of himself and other family members, including his mother, prominent Communist and writer Katharine Susannah Prichard. The perennial matter of destruction of census records also gets a run, with an eloquent defence of current practice supplied by the Australian Statistician, Ian Castles.

If anything the weight of contributions slightly favours the privacy lobby with the 'right to know' position perhaps understated. With the exception of the Throssell case, there is for example, little discussion of how vexatious privacy claims function to frustrate accountability through the denial of access to evidence in records. However, as Royal Commission watchers in most Australian states will testify, recent history is replete with case studies of this kind which might have been aired. Rather than a criticism of these *Papers,* such an observation might be evidence of how the pendulum swings, and how currently, as a consequence of Royal Commissions in most Australian States, it has swung firmly in the direction of the 'right to know'.

A temporary state of affairs? Quite possibly. A clear impression derived from the presentations is that of the intensely political nature of information decision-making, and how it is shaped by the activities of lobby groups. There is a message in this for archivists who have something to contribute, but whose collective voice often is not heard.

Presentation and manufacture of the *Papers* conforms to the recent trend toward cost efficient desk top publishing, which is most appropriate for small volume print runs. Within the constraints imposed by this technology, the *Papers* are competently manufactured and display durability.

In conclusion, these proceedings are essential reading for all archivists involved in access decision-making or those with a professional interest in the eternal dilemma of privacy versus access. The representative nature of the *Papers* makes them a useful guide to the thinking of major current participants in the debate. The quality of presentations is uniformly high and the editors have performed their job competently.

This is one of the most important Society publications in recent times. Its quality reflects creditably on the editors and seminar organisers.

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State Library of New South Wales, *Coping with Copyright: A Guide to Using Pictorial and Written Material in Australian Libraries and Archives.* Sydney. State Library of New South Wales Press, 1991. 67 pp. ISBN 07305 8897 1. $12.50. (Available from State Library of New South Wales, Macquarie Street, Sydney 2000.)

This is an excellent small book. It makes clear in a very few pages what other more weighty tomes manage to obfuscate in detail and elaboration. It deserves to be on the most accessible reference shelf behind the counter of every archives and manuscript library in the country.

It should also be in the hands of every academic in the humanities and social sciences and every other author or would-be author of non-fiction. If it were, and its incisive text were assimilated by that readership, then we might at least achieve some balance in the copyright law by means of the creation of a political constituency as a countervailing force to the dead hand of the Attorney-General's Department, the Copyright Council and the Society of Authors. But more of the polemic later.

The book is divided into an introduction, six chapters, an appendix containing relevant sections of the *Copyright Act 1968,* and an index.

The introduction sets out the purpose of the publication in its opening sentences:

> This is a guide for those who wish to copy or publish images or words held in Australian libraries and archives. It outlines the basic principles of copyright law and answers the copyright questions most frequently asked of librarians and archivists.

The first chapter deals with admirable brevity with *What is Copyright?* The next covers *Basic Copyright Principles* beginning with an explanation of the concept of protection of form rather than content and going on to a definition of literary and artistic works, paintings, sculpture, drawings and engravings. Chapter 3 is headed *Who Owns Copyright?* and pursues that question economically. Chapter 4 deals with the duration of copyright.

What May Be Copied, What May Be Published is the subject of chapter 5 and at sixteen pages is the longest in the book — I *told* you this was succinct! Nevertheless, like the rest of the book it encapsulates virtually everything the research worker needs to know. It covers 'fair dealing', 'copying for research and study', 'How much can I copy', and so on. It covers the responsibilities and permissible actions of libraries and archives, the use of private copying equipment, the copying of artistic works.

It deals with publication under such headings as 'Can I publish extracts from literary works in copyright?', 'What if a work is anonymous?' and 'Do I have to obtain the library's permission to publish?' It also adverts to some of the implications of unpublished

material — of which more in a moment. The chapter finishes with a somewhat underdone (it seems to this reviewer) section on the significance of the facsimile machine. It is underdone because it treats only those aspects of the fax machine which align it with the photocopier rather than considering its implications as one of the general classes of communication mechanisms — part of the tidal wave of technology which continues to build and accelerate — networks, electronic forums, optical disk publishing and so on, which it deals with not at all.

The last chapter deals with *How to Find Copyright Owners* which (again with admirable brevity) hammers home the need to be aware of the law if one hopes to avoid breaking it. The topics cover such matters as the necessity of determining the date of death of the creator in order to determine whether copyright subsists, where to find wills and what to do if your quarry didn't make one.

Finally, the sections of the Act which are of principal interest to the archivist and librarian are reproduced in the appendix (ss. 40-42, 49-51, 51AA, 51A and 52) and a serviceable index concludes the repast.

So. Having sung its praises, what are the faults of this little book? Well, that rather depends on one's viewpoint. If one takes the book on its own terms, the faults I could point to are few. I have already alluded to the toe-in-the-water approach to technology. Another would be in the treatment of the *locus standi* of the library or archives in relation to copyright — what I perceive as a certain ambivalence as between ownership (or custodianship) of a work on the one hand, and the duty of the institution in relation to the copyright therein (if it exists). So, on pages 39-40 there is a discussion headed, *Do I have to obtain the library's permission to publish?* This expands on the statement which appears on page 10 regarding the rights of property which the library holds over the items in its collections. On page 9, however, appears the statement that:

> A library can give permission to publish material only if it owns the copyright or has the copyright owner's permission to do so.

The section on p. 39 begins:

> For original manuscripts and pictures, for photographs, and for rare printed items, defined as those printed more than a hundred years ago, the library, as custodian of these materials, requires written application for permission to reproduce.

Oddly, however, after stumbling into a more specific reference to the requirements imposed by the State Library of NSW and (for some reason into the issue of copying by users using their own copying equipment) it goes on to say:

> For printed books less than a hundred years old ... there is no need for a written application for permission to publish.

My point is that if the library or archives does not hold the copyright and has no right to give or refuse permission to publish, how can it justify requiring an application for a permission it has no right to give? If on the other hand what is being protected is not copyright but the monetary value (capital and income) of the rare books, manuscripts, photographs and artistic works held by the institution, then the question of permission has no place in this book.

Another ground for criticism is the failure to point out that copying is copying and has nothing whatever to do with the technology used to achieve the copy. Thus on page 33 there is a section headed, *May I use my own copying equipment?,* and on the following page there is an imposing form which users with their own equipment are required to sign. Beginning with a reference to the copying of artistic works (presumably by photographic means) the section goes on to a broader coverage of self-copying of literary and artistic material in copyright. Nowhere, however, is it admitted that a pencil is copying equipment when teamed with a sheet of paper. And nowhere is it suggested that, as a consequence, every reader through the door should be required (if consistency is to be maintained) to sign such a form. Yet that is the only rational procedure which will actually achieve the protection of the library or archives from liability (which is the aim of all such procedures) or protect the rights of the copyright owners.

This section, incidentally, highlights one of the minor irritations of this book — the imperfect translation of what seems to have been written originally as an internal document relating only to the State Library of NSW and subsequently extended to the broader world.

Finally, I regard the failure to stress the significance of the infamous s. 51 a regrettable blemish on what is otherwise a very important tool. Devotees of the *Copyright Act* will recall that that section provides that although an unpublished document may be available for public access by readers, they may not make a copy nor may the library or archives make a copy unless:

(a) the document is more than seventy-five years old **AND**
(b) the author has been dead for more than fifty years.

Those with a bent for mental arithmetic will realise that this means that on 1 July 1992, a reader cannot legally make or have a librarian or archivist make for him or her a copy of an unpublished document which was written after 30 June 1917 written by a living person or one whose author died later than 31 December 1941. In those rare cases where the document has been willed, sold or given to the library or archives by the author or someone to whom the copyright has passed by virtue of inheritance, specific gift, or sale and the copyright has thus passed to the institution, it may be presumed, I suppose, that the library or archives may permit the copying or may make a copy for the reader.

The perceptive reader will also realise that in the case of a letter whose author's identity is unknown — as will often or even usually be the case — the same restrictions may apply to any letter written after 1861. Not feeling perceptive? Calculate thus: We don't know the age of the author at the time of writing but we must presumably assume the worst, i.e. that the writer was young — let us say twenty and thus born in 1841. That person could have lived to be 100 — some people do after all. In order to make a legal copy of the letter the author must have died before 31 December 1941. Internal evidence may suggest a greater age, of course. But certainly, a letter seventy-five years old could not safely be copied for we cannot be certain that the author is dead.

The preceding rationale may be the origin of the two statements (one on page 39 the other on page 42) to the effect that the State Library of NSW usually will 'permit publication' of unpublished pseudonymous or anonymous works or those where the date of death of the author is unknown if the work is more than 120 years old, despite the admission that it has no right to 'permit publication' under the *Copyright Act* has already been adverted to.

These criticisms amount to no more than evidence that readers need to keep their wits about them, as with any book about a complex and controversial subject. *Coping with Copyright* deserves to become a best seller. Go out and buy it or demand that it be ordered immediately. Do it. Now.

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The Noel Butlin Archives Centre
Australian National University

Michael McKernan, *Here is their Spirit: A History of the Australian War Memorial, 1917-1990.* Queensland. University of Queensland Press in association with the Australian War Memorial, 1991. 388 pp. ISBN 0 7022 2413 8. $39.95. (Available from the University of Queensland Press, Box 42, St Lucia, Queensland 4067).

Michael McKernan was the Deputy Director at the Australian War Memorial throughout the writing of this history, and still holds that post. It is remarkable that an official could have written so comprehensive and so, seemingly, impartial a historical study while holding a position which would have obliged him to be involved in some of the events he recounts. It is all the more remarkable when some of those events were, for an institution like the War Memorial, so very earth-shattering. The dismissal of the Memorial's sixth Director, Jim Flemming, is the stuff of chapter ten, but to a large extent immediately preceding chapters give one a sense of the impending climax of chapter ten. McKernan points out on page 342 that, 'On 19

January 1987 Flemming became the first Commonwealth statutory office-holder to be dismissed from office'.

The title of the work comes from C.E.W. Bean's dedication 'Here is their spirit, in the heart of the land they loved; and here we guard the record they themselves made' and refers to the Australian soldiers (and other service personnel) — some 65 000 of them — who lost their lives in, or as a result of, the First World War. The reader will not understand the work, nor understand the purpose for which the Memorial was established, unless he or she knows something about the way in which the lives of Australians were sacrificed in that bloodiest and most pointless of all recent wars.

As one would expect of a work prepared by an author who was formerly a senior lecturer in history at the University of New South Wales, the research that has gone into the writing of this book is impressive; scholarship is of a high order, and the book is put together in a way that lends wings to the reading. The illustrative material is first rate, and one senses that the writer had the full support and cooperation of War Memorial staff.

For readers of this journal, however, the War Memorial has special significance. At the height of the Second World War, Prime Minister John Curtin announced that arrangements would be made to ensure the preservation of Commonwealth records and archives. The Archives Division of the Commonwealth Parliamentary Library (as it then was) would be responsible for records of the civil departments of the Australian Government, and the War Memorial would take responsibility for records of service departments. A War Archives Committee (later to be known as the Commonwealth Archives Committee) was created, and even before the war had been won steps were being taken to establish procedures for the preservation of the national record.

It is not clear from a reading of McKernan's history how all this impinged on the life of the War Memorial. There are, of course, frequent references to the preservation of unit diaries, but there is no discussion of the Memorial's wider role as the authority responsible for other service records. The War Archives Committee (even though Charles Bean was Chairman) is not mentioned. Lieutenant K. A. Lodewyckx, who, this reviewer understands, was released from the Army to head the service department's archival programs, is mentioned, but only briefly (on p. 189). He was appointed as a 'professional librarian' in 1944 'but he would not move to Canberra'. So all that we archivists learned in our educational courses about the Commonwealth of Australia's efforts to undertake a comprehensive survey and disposal of service departments' records towards the end of World War II can be dismissed, apparently, as rapidly as McKernan dismisses the relationship between Lodewyckx and the then director,

John Treloar ('. . . there was a suggestion that Treloar and Lodewyckx had clashed').

Nevertheless, the work provides a lot of information, and many insights, useful for the archivist. There is certainly merit in understanding the swiftly changing attitude of Australian governments to war, and to the commemoration on the sacrifice of war. McKernan has used a fairly wide variety of sources, but has placed principal reliance upon Australian War Memorial holdings. His use of these records provides an object lesson to the historian. For a couple of nights, the present reviewer burnt the midnight oil in a manner reminiscent of his boyhood days, reading R. M. Ballantyne's novels by torchlight under the bedclothes long after 'Lights out' at St Giles Home for Crippled Children. Great dramatic moments in the life of the Memorial are recounted: the reader is held in suspense. Will W. L. Bowles's sculpture *The Four Freedoms* be accepted for display in the Hall of Memory? Will the old guard or the new win the battle of relocating the sculpture that is, apparently mistakenly, called 'Simpson' (the man with the donkey)?

Overwhelmingly the story of the War Memorial is the story of the efforts of a few, like Charles Bean and John Treloar, to commemorate a tragedy in this history of the modern world; in particular, the Australian world. Bean wanted Australians to remember, and to learn. To commemorate through study. This book deserves that type of study.

Bob Sharman
Honorary Member, ASA
Lesmurdie
Western Australia

Australian Archives, *Lighthouses in Australia: A Guide to Records held by the Australian Archives.* Canberra. Australian Archives, 1991. 172 pp. ISBN 0 642 16625 0. $8.00 (plus $5.00 postage and packaging). (Available from Australian Archives in each State or PO Box 34, Dickson, ACT 2602.)

At the Sydney conference of the Australian Society of Archivists in 1991, George Nichols, the Director-General of Australian Archives, announced that in November of the same year they were to publish the first of a series of subject guides. This intention to improve access to Commonwealth records was warmly received and Australian Archives must be commended for tackling this very important area of contemporary archival work.

Guides, in one form or another, have long been a part of the archivist's stock-in-trade and probably accompanied the earliest archival collections of records. Certainly a variety of guides to archival

and manuscript holdings have been produced in Australia over the last hundred years and those older ones that can still be found capture the growth and development of collections in an age now quickly fading from memory. However, the guides required today to lead the users of archives to the records they want, need to be of a different calibre to those of the past when a historically embellished catalogue was sufficient and the need to quote reference numbers was seldom considered necessary.

What do we now expect of a guide? A number of rules apply to any guide whether it be a street directory, a program to a conference, a tourist guide, a guide to how to use your video-recorder or a guide to archives. It must be focused on the user, it must be self-contained, it must contain multiple access points to the information, it must be able to be used intuitively and, where possible, it should not only be interesting but be aesthetically appealing. *Lighthouses in Australia* deals with some of these issues well while others remain somewhat problematic.

A Melways street directory is a very good example of a guide that has been specifically designed for a particular user, the motorist (though some cars have not been too well designed for the Melways). Melbourne is a large sprawling metropolis which has been made accessible through a highly abstracted set of maps that focus on roads. However, if seagulls could read they would not find the Melways particularly suited to their needs. An abstracted set of maps that highlighted rivers, waterways, nature corridors, rubbish dumps and football grounds would be more appropriate. Similarly, it is important for archivists attempting a guide to put themselves in the position of the user, to come to terms with the non-archival mind and ultimately make some decision as to how the information should be best presented.

The *Lighthouse* guide, fairly predictably, is based around the lighthouses in each State and Territory and the records relating to each, assuming that the standard user will be seeking information about a specific lighthouse. The table of contents will send them to the appropriate chapter or the index will send them to the specific page. The map will allow them to gain a geographic picture of the location, and the introduction will send them to the correct regional repository to view the records with physical locations, postal addresses and telephone and fax number clearly listed. There is also a good bibliography of related publications, including Commonwealth parliamentary papers, to support users in their historical travels.

Clearly, much thought has been given to the problem of how to take the information held on the Australian Archives main finding aids, the computer databases RINSE and ANGAM II which embody the Australian Archives series system of archival management, and

present it in a way that would be immediately accessible. The government administration of lighthouses as presented in the records mention in the guide captures, in essence, the problems created for archivists by administrative change. There are seventy different agencies recorded as having some responsibility at some time for lighthouses around the Australian coast. In New South Wales alone there were some sixty different series of records that contain relevant information.

So how does the guide not live up to its full potential? Firstly, the primary access is through lighthouse name and location; in fact, the index only contains references to the lighthouses and does not touch on any of the content indicated in the series and item titles listed. For example, on page 45 there are references to a lighthouse wireless set erected at Cape Don, Northern Territory 1916-1917, to an Australian Meteorological Observer's Handbook also at Cape Don starting in 1925 and an 'album of anthropological photographs' taken in 1928 which includes shots of the Cape Don lighthouse and perhaps provides some broader social context. All of these items, if referred to in the index, would greatly expand the interest of the guide and open up avenues for historical research that may not have been immediately obvious.

Secondly, the layout of the body of the text is not conducive to browsing or scanning. The large type with a lot of blank space on an A4 page combined with the highly structured layout tends to mitigate against easy reading. This may come as some surprise but the four column layout comprising *Series Number, Title, Date range* and *State* housing the series, gave far too much emphasis to those items whose presence is necessary but contain little instrinsic interest, namely series number and State. With a bit of re-working the guide could have been a fraction of its size thus saving much paper and weight and perhaps may have been more appealing to the user.

From a more technical viewpoint an appendix that drew the connections between the agencies and the series of records they created relating to lighthouses would have been useful and personally I would have been interested in a short historical note for each lighthouse to establish some context for the description of records that follows.

The price is excellent and adds much to the appeal of the book.

No doubt the subject guides yet to come from the Australian Archives will build upon their experiences with the *Lighthouses in Australia,* though each guide will have to find its own way, its own style and appeal to its own particular type of user. I look forward to subject guide number two and those that follow thereafter.

Gavan McCarthy
Senior Archivist
Australian Science Archives Project

Gavan McCarthy, compiler and editor, *Guide to the Archives of Science in Australia: Records of individuals.* Melbourne. D. W. Thorpe in association with the Australian Science Archives Project and National Centre for Australian Studies, Monash University. No date. 291 pp. ISBN 0 909 532 97 4. $70.00. (Available from D. W. Thorpe, PO Box 146, Port Melbourne, Victoria 3206.)

Hemingway once observed that 'I was not able to write anything about it for five years — and I wish I could have waited ten. However, if I had waited long enough I probably would never have written anything at all since there is a tendency when you really begin to learn something about a thing not to want to write about it but rather to keep on learning about it always.' Fund-granting agencies, on the other hand, have a distinct tendency to insist on punctuating serendipity, and Gavan McCarthy (Senior Archivist, Australian Science Archives Project) has rightly seized an opportunity to compile and edit this *Guide to the Archives of Science in Australia,* fully recognising that its publication is 'but the first step in developing improved access to and control over the cultural resources that are available to people interested in the history of science in Australia' (p. viii).

The Australian Science Archives Project was initiated in 1985, and from its inception has been housed in the Department of History and Philosophy of Science at the University of Melbourne. The current guide is the first publication based on data held in the *Register of the Archives of Science in Australia,* mostly resulting from a major effort of collection in 1987-1988 for which the Australian bicentenary celebrations acted as a catalyst. Data relating to scientific societies and research bodies are also to be found in the Australian Science Archives Project database. The portion of the database which is covered by this guide, however, is limited to records of individuals held in this country in institutions other than the Australian Archives and the corresponding State government collections, or in private hands.

Science has been interpreted very broadly indeed for the purpose of this archival exercise — dentists, engineers, gynaecologists, natural history artists, public servants, surgeons and surveyors all take places alongside the botanists, chemists, physicists and so on. Even the early navigators and explorers are there. This breadth is not to be deprecated, however for the eighteenth and nineteenth centuries knew little of the rigid divisions between disciplines which we take for granted in the twentieth century. The historian of science who attempts to trace developments in a particular area of science in Australia last century (or even well into the present century) by looking only at the particular discipline in isolation, will have limited success; the processes of science without the accompanying human interactions simply keep the *Science Citation Index* in business.

The guide consists of the main text with entries arranged in alphabetical order by surnames, a subject index which refers to individuals, two appendices (one giving the individuals grouped according to the major professional classifications used in the main text, and the other the addresses of archives and libraries cited) and some twenty-three black-and-white plates. These plates seem to be strangely out of place in such a volume. McCarthy justifies their inclusion on the grounds that they 'give substance to the many hundreds of descriptions of records' (p. xi). Surely this is akin to trying to claim that a page reproduced from *Scientific American* gives substance to the shelf lists of the University Library! Any one document chosen for reproduction in the book — for instance, the letter written by Macfarlane Burnet to his sister Annie in 1921 (Plate 6) — could be considered to have potential appeal to the person pursuing a particular name, but since the main text has no cross references to the plates such whetting of the appetite could easily be missed. Some of the photographs included do have a certain general appeal about them, but again one wonders whether the keen research person using this reference book in typical manner will have an opportunity to be affected by them. Perhaps the editor knows some people who select reference books like this one from the shelves merely to scan them for their pictorial content.

The brief biographical notes accompanying the names are adequate for this type of reference work. They contain just enough information for identification, and for placing the contributions of a particular person in context. The descriptions of the records are very clear and generally concise, and include wherever possible the repository reference numbers. In fact the whole compilation is easy to use, and McCarthy and his colleagues deserve commendation for their efforts in bringing this part of their task to fruition so satisfactorily.

There is a natural temptation to test the coverage of the entries by noting the presence or absence within these pages of the names of one's own scientific colleagues, acquaintances and mentors, notable or otherwise. The resulting major inconsistencies simply serve to show how much more work remains to be done by archivists throughout the country. As the serious study of the history of science in Australia develops in future years, this first comprehensive guide to the archival records (it is designated 'First edition', so further editions may be expected) is certain to be remembered as a very significant landmark in the provision of good reference material in this area.

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Margaret Innes and Helen Duff, compilers, *Mawson's Papers: A Guide to the Scientific, Personal and Business Papers of Sir Douglas Mawson, OBE, BE, DSc, FRS, FAA.* Adelaide. Mawson Institute for Antarctic Research, The University of Adelaide, 1990. 280 pp. ISBN 0 86396 107 x. $45.00 (plus $4.00 postage). (Available from The Librarian, The University of Adelaide, GPO Box 498, Adelaide, SA 5001.)

Sir Douglas Mawson, 1882-1958, forever associated with Antarctica, is one of Adelaide's famous sons. Born in England, he came to Australia as a child, was educated in Sydney and in 1905 was appointed lecturer in mineralogy and petrology at the University of Adelaide, in which city he lived for the rest of his life.

He went to Antarctica three times; the first time with Shackleton in 1907 and again when he led the Australasian Antarctic Expedition, 1911-1914, during which over 1500 kilometres of coast were mapped and major scientific investigations were carried out. Between 1929 and 1931, he led the British, Australian and New Zealand Antarctic Research Expedition which provided accurate geographical data that supported the Australian Antarctic Territory Acceptance Act, 1933, which in turn established in 1936 the Australian Antarctic Territory. The Expedition also made significant contributions to marine biology.

In 1914 Mawson had been knighted and in 1921 he had been appointed Professor of Geology at Adelaide.

He was active in the establishment of the first Australian National Antarctic Research Expedition in 1947 and of an Antarctic Division of the Department of External Affairs in 1948.

The first permanent Australian station to be set up on the Antarctic continent was named after him in 1954.

The Mawson Institute at the University of Adelaide, the publisher of this *Guide,* was founded in 1961 to further Antarctic research.

Mawson is a legendary Australian and we are fortunate that a large body of his papers has been preserved at the Mawson Institute and elsewhere.

This *Guide* was completed in draft form in 1983, the archival work made possible by a grant from the Commonwealth Government. The cost of preparing the manuscript for publication was covered by grants from the University of Adelaide Foundation and the Trans-Antarctic Association (UK).

The *Guide* is attractively produced and consists of a biographical note by F. Jacka, Director of the Mawson Institute (though this is simply a reprinting of Jacka's *ADB* entry on Mawson), an introduction which *inter alia* gives information on the arrangement of the papers before work commenced, a list of series, series and item descriptions, a

number of indexes, a bibliography and useful lists of the personnel of the various Antarctic expeditions.

The *Guide* describes, as one record group, the collection of Mawson's papers held by the Institute as well as a smaller collection of his papers held by the Barr Smith Library at the University of Adelaide.

The work of arrangement and description has been done to a very high professional standard. Great care has been taken in retaining the original order of the records, reconstructing this when necessary and possible, and clearly stating when artificial series have been created. The size of each series in shelf metres is given but no overall size is stated for the whole collection. This is unfortunate because it is difficult for the researcher to gauge the total quantity of material which is described. The series and item descriptions include all the necessary information about the records and have been written by someone who knows the records well.

However, a guide needs to be more than a publication of the archivists' draft descriptions. Whether these descriptions are draft or not I cannot say but they certainly should have been regarded as such. They need editing in order to reduce the great amount of text which impedes efficient use of the *Guide* and contributes nothing to our understanding of the records.

A few examples will make my point: 'loose unbound collection of various sizes'; 'The correspondence is also frequently conversational and personal in tone and includes biographical information relating to Hurley, as well as presenting a relatively comprehensive picture of his relationship to Mawson'; 'Large collection of letters, very varying sizes'; 'Correspondence between two scientific colleagues relating to specific subjects and projects, though occasionally of a more personal and conversational nature'; 'these photographs may be regarded as observational records, having scientific as well as other value'; 'collection of printed and glossy pamphlets of varying sizes'; and as a description for a series titled in part 'Antarctic matters: correspondence' we find this: 'The correspondence in this series relates to issues of, or is on the subject of, Antarctic exploration and sciences'. A series titled 'Correspondence with publishers, authors and broadcasters (1919-1958)' scarcely needs the following amplification: 'Correspondence over a fifty-year period relating to requests by publishers, authors and broadcasters to use copyright material, or to publish, print, or otherwise present Mawson's reminiscences and experiences'. Where this prose could not be eliminated entirely it could be considerably abbreviated without loss of meaning.

The series and item descriptions include a great deal of important biographical and administrative information which is necessary for an understanding of the records. The archivists are to be congratulated on their fine research. However, it is a pity that this information could not

have been consolidated into a separate biographical and administrative note. Left in the series and item descriptions it serves to add to the prose, creating, like the prolixity alluded to above, an obstacle to the *Guide's* efficient use.

A biographical note, in an archival sense, is not a reprint of an *ADB* entry but a means of explaining through the events of a person's life the reasons for the creation of certain records. This information has been meticulously gathered; it simply has not been presented in the most appropriate manner.

The indexes are a disgrace. These few examples, transcribed exactly as they appear, to the dismay of the Society of Indexers and the frustration of researchers, typify the slap-dash approach: 'DE LA RUE; and further on in the index 'RUE DE LA' (actually Edgar Aubert de la Rue), 'HOLMAN, MR (Premier, NSW)', 'LEANE, MISS PEGGY', 'BADEN-POWELL', 'DAVID, TANNANT WILLIAM EDGEWORTH' (one would think that the Mawson Institute would know that the first name of the distinguished Professor of Geology at Sydney University was Tannatt, it is misspelt throughout the *Guide*), 'MARSDEN, MR', 'MUNRO-KERR', and 'ROOSEVELT, T' (presumably the American President). For the enlightenment of the University of Adelaide, I would point out that Dr Isiah Bowman is actually Dr Isaiah Bowman, John Hopkins University is actually Johns Hopkins University (a popular error but unforgiveable in an academic institution), and John Berchervaise is actually John Bechervaise. None of these names is obscure; all should be correctly cited.

The University of Adelaide and its Mawson Institute also need to be reminded, I hope not informed, that it is not yet acceptable to write 1930's, 1940's seriatim for 1930s, 1940s seriatim (and I hope it never will be — though the battle is being lost I fear) and that the use of 'it's' for 'its' is a solecism which should never appear in a University publication — or elsewhere for that matter.

The foundations of this *Guide* are excellent. It is a tragedy that a little more effort was not expended to produce a really first-rate publication which would do justice to Mawson's legacy and be an ornament to the University of Adelaide. Would a man of such stature in another country be accorded such an amateur publication as a vade mecum to his literary remains? There is more to national pride than placing portraits on banknotes.

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Mitchell Library
State Library of New South Wales

State Library of New South Wales, *Guide to the papers of P. L. Travers in the Mitchell Library, State Library of New South Wales.* Sydney. State Library of New South Wales, 1991. 50 pp. ISBN 0 7 305 8789 4. $8.50. (Available from State Library of New South Wales, Macquarie St, Sydney, NSW 2000.)

P. L. Travers is undoubtedly best-known as the author of *Mary Poppins* and several other works about this magical nanny. Of other aspects of her life, though, very little has been known (and the 'facts' which have been made public have perhaps been carefully moulded).

She was born in Queensland in 1899, into a long-established family of pastoralists. She was educated in Sydney, published prose and verse in Australian newspapers and magazines while still in her teens, and toured New South Wales as an actor and dancer with the Alan Wilkie Shakespearian Touring Company before leaving Australia in 1924. She has since made her career (having published seventeen books altogether, of which eight concern Mary Poppins) and her homes in England and America, and has revisited Australia only once. Though she appears in standard sources such as the *Oxford Companion to Australian Literature,* she is not really thought of as an Australian writer. (One standard American guide to children's literature describes her as an 'Australian-born Englishwoman'.)

This *Guide,* the sixteenth published by the State Library of New South Wales, has a familiar format: two portrait photographs — the cover shows her in the role of Titania in the early 1920s, the frontispiece is a 1934 publicity shot; a table of contents; a biographical note; a list of published works; a general description of the papers; and a detailed contents list.

There are twenty-eight boxes (4.5 linear metres) of papers, as well as sixty-five pictorial items and twelve audio tapes. The papers are divided into six series: personal (two boxes); literary (twenty boxes); miscellaneous (two boxes); and one box each of articles, theses and adaptations; newscuttings; and printed material.

The arrangement of the papers and the text of the descriptions (which have been done by Louise Anemaat) are, on the whole, exemplary. I have only a few quibbles. There are a couple of unfortunate references to Radcliffe Hall, instead of Radcliffe College, at Harvard University. (*Mary Poppins* could not really be confused with *The well of loneliness!*) It would be useful to know the degree for which Steffan Bergsten's thesis on 'Mary Poppins and Myth' was written. And how, incidentally, could the thesis be dated 1987-1988, but the copy in the Travers papers be inscribed to P. L. Travers in 1978 (which is what its description implies)?

The papers relate very much to Ms Travers' professional life —

drafts, proofs and translations of her works; working notes; copies of her own and other publications and the like. She is an intensely private person; she once said that,

> I am a writer who likes anonymity, believing that all that concerns the general public is the books themselves which are, in the truest sense, any author's biography. It doesn't matter if an author exists. It matters only if the work lives.[1]

The biographical note in the *Guide,* though only about 700 words long, is one of the most extensive and informative published pieces about Ms Travers herself (rather than about her work) to be found. Among other things, it gives her year of birth as 1899, rather than the generally accepted 1906 (which must surely have thrown bibliographers and biographers off the scent of much of her early work published in Australia).

Very little of the collection — a folder of early childhood letters, an article on 'Shakespeare in the Antipodes', twenty-six photographs and sundry references in interviews recorded in the 1960s — relates to Australia. In 1935, in England, Ms Travers told Nettie Palmer that,

> I simply can't remember my life in Australia. My childhood in the North, in the tropics near Cooktown — yes; but not the years when I was busy growing in Sydney. Life seemed to begin when I came here and went to Ireland.[2]

I do not wish to appear insular, and I have no quibble with the Mitchell Library's acquisition of the Travers papers. I know, too, that libraries and archives must use what is at hand when maintaining their publications programs. But the Australian content of the Travers papers is very small. I would far rather see the Library devoting its publishing resources (and perhaps, also, its manuscript processing) to descriptive lists of papers which will be of direct and immediate relevance to Australian scholars. Frankly, I cannot foresee a rush on the Travers papers, though I would be delighted to be proved wrong.

Tony Marshall
State Library of Tasmania

ENDNOTES

1. Anne Commire, *Something about the author,* vol. 4 (Detroit, Gale, 1973), p. 209.
2. Nettie Palmer, *Fourteen years* (Melbourne, Meanjin Press, 1948), p. 174.

Computer Software

Professional Archivist. Macresource. Western Australia. For Apple Classic II (68030 processor) or better with hard drive and 4Mb memory. $345. (Available from Macresource, Box 927, Victoria Park, WA 6100.)

Professional Archivist is a new and inexpensive *Hypercard*-based archival management package for users of Apple Macintosh Computers that has recently been launched by Perth-based company Macresource. This review is intended to provide a general overview of the structure and operation of the package as it appears to a relatively new and inexpert Macintosh user. What follows, therefore, should not be regarded as a comprehensive analysis of the *Professional Archivist* package, nor of the *Hypercard* software upon which it is based.

Hypercard, the Apple software upon which *Professional Archivist* is based, is a flat file database system that comes bundled with every Macintosh computer. A relatively unassuming item of software as delivered, yet *Hypercard* is a sophisticated program with tremendous potential. A *Hypercard* database consists of stacks of cards that may be linked to one another for the purpose of accessing related information. It is *not* a relational database package; however some deft manipulation of the programmer's wand means that the *Professional Archivist* user is able to store and retrieve data from a range of stacks with deceptive ease. The *Hypercard* program can also store scanned images and audio files, and *Professional Archivist* allows users to take advantage of these features. Please note that the *Professional Archivist* sound and imaging facilities were not tested for this review.

Macresource, the developers of *Professional Archivist,* aimed to design an easy to use program that reflects archival practice in Australia. The package sets out to provide keepers of small archives with a tool with which to electronically manage all or part of their holdings. In this sense it is very much an **Archives** package rather than a modified bibliographic retrieval system or records management package. Stored data is not structured in a format designed to facilitate information exchange along the lines of the MARC format, for example. *Professional Archivist* is instead structured to reflect the distinct levels of intellectual control that archivists in Australia apply to their holdings. The concepts of provenance, series and item ('document' in this case), as well as the familiar accessions and consignments, are represented in the *Professional Archivist* data structure.

Two versions of *Professional Archivist* are available. Version 1.0, reviewed here, is intended to support repository and semi-current records management in addition to collection management for archives. Version 1.1 is a simplified edition which is intended to

support collection management only, and does not include a consignments stack.

As already noted, *Professional Archivist* stores information on electronic 'cards' which are maintained in 'stacks'. Stacks are linked for retrieval purposes by 'buttons' situated atop each card as it appears on the screen — note that only one card is viewed at a time. The main stacks are arranged hierarchically with **Provenance** at the head, which is linked in turn to **Series, Consignment** and **Document** stacks. An **Images** stack, designed for the storage of scanned images, is linked to **Documents,** and a selection of versatile **Notes** and **Relationships** stacks are linked to **Provenance** and **Series.** The **Accessions** stack and its related **Notes** stack are separate entities, there being no direct link between **Accessions** and other stacks. This 'isolation' of the **Accessions** stack may prove disconcerting to some users, because there is no obvious relationship between an **Accession** and the subsequent **Provenance** and **Series** entries, yet whether this is a difficulty or not really depends upon your personal approach to archival practice. As is the case with other database packages, a particular field can easily be utilised to contain data other than that intended by the makers.

Installation of the program is straightforward, although the impressive presentation graphics of *Professional Archivist* requires a wide range of fonts to be available on your Macintosh. This may involve the copying over of certain fonts from the system disk before *Professional Archivist* can be successfully installed. Once installed the program can be activated by clicking on the PA Stackmanager icon. A very swish opening screen depicting a desktop computer and a stack of Type 1 boxes appears, and the user is invited to 'click to continue' (click the mouse that is!). Doing so reveals the main menu, or **Professional Archivist Navigator** screen. One may then select the **Enquiry Menu** to search for information, the **Description Menu** to enter data, or access the **Supervisory** or **Help** menus.

To enter data, perhaps document a new provenance or series for example, the **Description Menu** is selected. After entering the appropriate passwords the **Description Menu** appears, which invites the user to select a stack for input or editing. Selecting 'create' from the **Provenance** option retrieves a fresh **Provenance** card ready for data entry. The provenance number, current data, and identity code of the user is automatically entered, while the title, data range, and functions/descriptors fields await data input from the user. All data entered is automatically saved and 'key' fields are indexed. One may then fill out a **Provenance Notes** card by clicking the **Notes** button at the top of the newly completed **Provenance** card, or use the pull-down **Edit** menu to select another new **Provenance** card, or a new **Series** card. If **New Series** is selected a blank **Series** card appears with provenance details already entered. If the series happens to be derived from multiple provenances you have to add these in yourself.

Similar steps are followed from the **Series** stack in order to create a **Consignments** card. **Documents** and **Accessions** cards are created directly from the **Description** menu only. Adding a lot of entries can be a fiddly business, particularly in the Series stack, because it requires a return to the **Provenance** stack for every new **Series** card created to enable the appropriate provenance information to be automatically entered into the new Series card. The generation of each blank card can also take a long time — a minute or more — if the stack already contains hundreds of cards and you have a slow Macintosh (e.g. a Plus, or Classic for example — any machine fitted with the 68000 processor). As the makers point out — this software is intended for the small archive. Anyone contemplating firing in thousands of series in a hurry will be disappointed. Back-ups of data are created by copying individual data stacks across the a floppy disk after closing down *Professional Archivist.* Large-scale deletion of cards may be accomplished with the **Mega Delete** facility located within the password protected **Supervisory** section.

A search for information may be undertaken within either **Enquiry** or **Description** mode. The first step is to select the stack to search from the main menus. *Professional Archivist* provides a number of potential access points to information, and either one or two fields may be selected in each search. Certain 'key' fields, for example the **Title** and **Descriptors** fields in the **Provenance** and **Series** stacks, are automatically indexed at the time of creation. These indexes are accessible from the enquiry screens, and up to five indexed terms may be 'selected' and pasted across to the enquiry screens, and up to five indexed terms may be 'selected' and pasted across to the enquiry screens, and up to five indexed terms may be 'selected' and pasted across to the enquiry window. This might sound complicated, but the designers have gone to a lot of effort to provide a basic on-line thesaurus of index terms to help searchers unsure of the appropriate language to pursue their quests. Unfortunately there is no stop-word facility built into the indexing system, therefore the potential exists for a lot of 'and' and 'the' entries to be indexed, as well as personal name initials. An index manager is provided among the range of supervisory functions to allow culling and editing of the indexes, and the *Professional Archivist* manual offers hints on how to structure entries in the key fields. Boolean logic and truncation may be applied to search terms within individual fields and to search criteria across two specified fields.

The *Professional Archivist* enquiry facility does take a bit of getting used to, however it is effective, if somewhat leisurely in the execution of complex searches. It is augmented by the simple and powerful *Hypercard Finder* search tool. The *Finder* will search for any string of text across all fields in every card in a stack. This is a very useful

feature, although you must already have a card up on the screen before the *Hypercard Finder* can be invoked. Experience indicates that there is little chance of losing track of anything at all within *Professional Archivist,* however, it isn't hard for the user to get disoriented within the stacks when hunting from stack to stack, and it is frustrating to have to back out and repeat a text search to return to the card you started from originally. The password protection of **Description** mode (where data may be entered or altered) permits the database to be accessed safely by researchers within **Enquiry** mode.

Report creation is one of the more interesting, and potentially challenging, aspects of *Professional Archivist.* There are three ways of approaching the creation of reports: use the tabular formats provided by *Professional Archivist;* try the built-in *Hypercard* report formats; or export data via the *Professional Archivist* **Data Export** facility or via the simple cut and paste method that all Macintosh programs seem to offer. There is, however, no means of selecting particular fields from two or more of the main stacks to create a unique report as might be the case with a relational database. All report generation is carried out within the confines of each major stack only.

The custom *Professional Archivist* tabular reports are 'stack-based' in that they provide pre-formatted lists of data extracted from a specified stack. Two report formats are available for each of the main stacks and list such vital elements as provenance or series number, title, and date range. The tabular reports are simple and neat and will print out in whatever font you have used on the cards, although you are stuck, initially at least, with the limited number of pre-determined fields. Unfortunately the location data recorded on the **Accession** cards is not included in the pre-formatted reports, although a very useful **Accession quantity report** is available which tallies up selected accessions in linear metres. If you would like to include an extra field in a report, or delete a field, custom reports may be designed via the *Hypercard* report generator, however this is a complex business with which I have been unable to come to grips. Nevertheless it is worth noting that proficient *Hypercard* users can not only create their own report formats — they may also completely redesign the actual card and field structures that come with *Professional Archivist* as delivered.

The built-in *Hypercard* report structures are 'card-based' in that they will quickly reproduce a very pleasing hard copy of a card or cards exactly as they appear on the screen. The data from individual fields may also be selected across an entire stack for printing. There are two very useful report options that have apparently been added to the *Hypercard Reports Menu* by Macresource. These are the **Print Intro** and **Print Full** commands. **Print Intro** extracts all the data from the card on the screen and prints it out in list form. **Print Full** command demonstrates one of the 'almost a relational database' features of

Professional Archivist. Although only available on the major stacks, this command links the card on the screen, a **Provenance** card for example, with its relevant **Notes** and **Relationships** cards, extracts the data from all three cards and prints it out in a very concise and legible fashion.

A third reporting feature is the *Professional Archivist Data Export facility.* This will download all the data from one stack, including pages of notes fields, into a file for editing on a wordprocessing package — very handy when writing reports. *Professional Archivist* users also have the use of the *Hypercard* 'copy and paste' facility. If your computer has enough memory (and 4 MB is not enough when running Apple System 7) both *Professional Archivist* and (say) *Microsoft Word* can be opened simultaneously which permits you to search for information in *Professional Archivist* and copy a page of text from a **Notes** card, via copy and paste, directly onto a report being created on *Word.* A simple wordprocessor, such as the *Macintosh Notebook* or *Teachtext,* would probably do the trick without the memory requirements of *Word.*

It should be apparent by now the *Professional Archivist* is a package with a lot to offer, and I have not even dealt with its sound and image retrieval capabilities, although to make the most of this software requires a definite commitment on the part of users. The package is basically quite simple, especially in terms of data entry, but aspiring *Professional Archivist* users really do have to learn about *Hypercard.* The *Professional Archivist* manual provides only a broad overview of the operations of the program and its relationship with *Hypercard,* and a sizable chunk of its eighty pages is devoted to the special scanning and audio functions.

Getting acquainted with *Hypercard* is a problem at the moment. New Macintosh computers come delivered with the *Hypercard* program, but minus the comprehensive manual of old (from 1990 or thereabouts). A thirty-three page booklet is all that is provided to get *Hypercard* users underway. A more complete manual is available from Apple however, and *Hypercard* guides are available from other publishers. The *Hypercard* online help facility seems to be missing from new Macintoshes as delivered — a disappointment, especially since the *Professional Archivist* manual refers you to *Hypercard Help* for guidance on the creation of special reports. *Professional Archivist* does come with a useful on-line help facility, however it tends to focus upon the 'what to do' rather than the 'how' to do it. As far as technical support for the package is concerned, for the time being at least you're on your own! But at $345 I do not think users can really expect too much. It seems likely that *Professional Archivist* users will keep in touch and exchange handy hints on how to make the most of the package.

If you have a Mac already (a relatively new one that is), then *Professional Archivist* could be a good investment, as long as you have

time to learn the workings of the package, and to get to grips with the fundamentals of *Hypercard.* In reality this is little different from the procedure one has to follow in gaining familiarity with any new database package. *Professional Archivist* does veer towards the realm of 'enthusiast' programs in that it is a mixture of the fantastic and frustrating, but you need only to ask how many archival management packages are on sale in Australia to appreciate its significance.

The reviewer would like to thank Susan Franks, Archivist of the University of Western Sydney (Hawkesbury Campus) for her comments regarding *Professional Archivist,* which were of great assistance in compiling this review.

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Conferences/Seminars

Efficiency in Public Sector Records Management: Applying new technology and new structures to achieve more with less. Presented by Longman Professional, Manly Pacific Sydney, 18-19 May 1992.

I first discovered that this conference was to be held through one of those very professional conference packages that hit my in-tray from time to time. Normally, I don't pay too much attention to them. But this one seemed to offer something different. Apart from the exotic location, at Manly Beach, evoking memories of saltwater and fish 'n' chips at the age of five, electronic records appraisal was on the menu and David Bearman was going to be there. As I am heavily involved in ER policy development with the Australian Archives it certainly appeared to be in the 'must not miss' category. I did however have one nagging doubt about what might be in store and that related to the last three words of the conference title, 'more with less'. Being a card carrying member of the Anti-Economic Rationalism League I was a trifle concerned about what this might mean.

Before I comment on the specifics though it would be useful to quote from the *Conference Overview and Objective* to give you, in the words of the organisers, a broad concept of the nature of the conference and what was to be on offer. The conference overview stated:

> The climate of economic constraint forces organisations to work smarter and harder. Managing your information efficiently and effectively is one way of containing costs and improving productivity. This conference highlights areas where public sector organisations can achieve greater

efficiency with fewer resources ['more with less' folks]. The focus is on the changing environment within organisations, such as staffing factors, structures, facility management, the role of the records manager and particularly the management of the information technologies available today.

The objective of the conference was as follows:

The conference is designed to give participants an overview of the variety of management, technological and corporate issues affecting records management today. The aim is to focus less on the traditional approaches to record-keeping, but more on the challenges of the nineties to provide the most efficient solutions with fewer resources [again 'more with less'].

So in hindsight was this a fair summation of what occurred at the conference? Probably the best way to answer that is to look at the sessions on offer and highlight the issues raised in some of them.

The sessions on offer included *The Changing Role of Records Management in the Corporate Structure, Corporate Restructuring and the Records Function, The Appraisal of Electronic Records, The Changing Character of Corporate Communications, Customer Service, Managing Your People, Electronic Data Interchange, Legal Issues and Imaging, Recordkeeping and Public Accountability.* Enough here to have a MacDonald's University graduate salivating in anticipation.

The first session, *The Changing Role of Records Management in the Corporate Structure,* was conducted by Darrell Ross — Manager, Records Management, Vic Roads. His address was subtitled an 'overview of the issues involved in dismantling the central registry in favour of establishing a cross-functional team responsible for coordinating the implementation of new technology and systems'. Ross's synopsis was that there has been a paradigm shift in the way organisations manage their information and that traditional Records Managers are controlling less and less information. He contended that without retraining for records management staff and the establishment of cross-functional teams to manage all corporate information and the introduction of new technology public sector organisations are likely to be 'at a competitive disadvantage and have a bleak future'.

Ross's address set many of the themes which were touched on by other speakers over the two days. He talked about the impact of change, managing the introduction of new technology corporate culture and the difficulty in changing it, Total Quality Management (TQM) and most importantly (to me) the lack of focus in the public sector on the 'customer' and 'customer service'. He also touched on the 'casualties' of this process, the victims of 'downsizing', 'right sizing' or whatever the latest jargon is, i.e. the people. This was an issue that many speakers touched on over the two days; the assumption that greater productivity comes from the efficient control of information through new technology and unfortunately some people will be lost

along the way. But, not to worry, we can counsel/retrain/redeploy them to somewhere else ... I began to see that 'less' meant not only less money but fewer people. The future might be bleak indeed.

The next speaker, John Pearce from Prospect Electricity, talked about *Corporate Restructuring*. His presentation concentrated on changes to records management systems and the information management difficulties of an electricity authority which had grown like 'topsy' over the years. Unfortunately, much of the talk concentrated on the history of this expansion, which, while interesting could have been contracted to the essentials. John also mentioned TQM, so I was beginning to think it had become to the nineties generation what TM (transcendental meditation) was for the sixties and seventies. It was clearly time to throw out the prayer mat.

The third speaker, Lindy Saul, of Saul Consulting, was notable as one of the few speakers to concentrate on the major issues of records management delivering a broadly focused 'state of the nation' style address. Lindy's thesis was that little had changed in the functionality of records management for generations but with the advent of new technology the time was ripe for a change to the basic concepts of records management. She contended that while some of the processes of records management had changed over time essential concepts had remained relatively static. The questions she raised at the beginning of her paper were quite thought provoking:

> Why is a supposed 'science' that has been around for such a long time so ineffectual in the face of our organisations' records management problems? Why, when we diligently apply the concepts, are we soon chasing a trail of chaos when control was the promised reward? Why are we gradually being subsumed by computer departments who treat us like relics from another age, or, like misinformed children?

Lindy honestly admitted that she didn't have all the answers, but (in summary) she concluded that records managers needed to become 'change agents' to take a proactive approach to administrative and technological change. In terms of relationships with clients records managers needed to be seen as 'consultants' rather than custodians. Lindy also made it very clear that change does not happen in isolation from people (alleluia). In conclusion she said that we should (as a profession) regularly and critically examine orthodoxies for relevance and application to the contemporary environment:

> Where the old ways are found wanting, new and better practices and procedures should be actively sought and applied.

The major thought that occurred to me after this paper [which I would recommend be read in full if you are able to get a copy of the *Conference Papers*] was how ill-equipped we are, generally, as archivists and records managers, to deal with the issues raised by new technology and to adapt our traditional thinking and practices to this

new information environment. Further to this how are we to be seen as relevant, and more importantly credible in the eyes of the 'new records managers', i.e. the systems managers. These issues clearly need to impact on our policies, methods, training and recruitment practices, and soon, because if they don't we will become increasingly irrelevant as a profession.

Lindy's address opened a few 'doors of perception' and attempted to come up with some of the answers, but much more needs to be said and done on the issues she raised. There is clearly another conference required for this topic alone (a summit perhaps!).

After lunch we moved onto 'my favourite topic' the appraisal and management of electronic records. Two concurrent sessions were offered by Anne Picot, of RTA NSW in concert with Barbara Reed, Director Records Archives and Information Management and the 'overseas expert' and keynote speaker David Bearman, Director of Archives and Museum Informatics, USA.

Anne and Barbara's session was notable for their departure from the session format used by previous speakers. They truly took the title of 'workshop' to heart. This was a great relief as it kept participants awake during traditional after lunch 'napping' time and ensured the audience were actively involved. There was no address as such, just a short introduction, during which two case studies were circulated to the audience who were asked to break into smaller groups. We were asked to read the case studies and answer the questions. This was an interesting and somewhat novel concept considering that very few persons in the audience had ever done an appraisal before, let alone an appraisal involving electronic records. However, we pressed on. The two 'presenters' circulated around the groups to assist with the discussion process and the participants in my group grappled with the classic layperson's dilemma, 'how do we decide what to keep and what to throw away?' At this basic level it was difficult to get into the complex issues. All that was possible, in the time available, was to raise the issues which might be considered in appraisal. Given that most of the audience had little or no exposure to appraisal generally, this was probably a reasonable outcome.

If Anne and Barbara's session erred toward the basic issues, with some good reason, David Bearman's session moved well toward the other end of the spectrum. David presented the audience with a policy framework for the management of electronic records at a level of sophistication which few, if any, in the audience had ever experienced. The contrast between David's high level policy formulation and the practical position of other speakers was marked. Of all the other speakers, perhaps only Lindy Saul approached this place in the stratosphere. While the workshop lacked the practical elements that some were hoping for it focused on the development of policy as a key

element in the process of managing electronic records. We were presented with a systematic and intellectually rigorous outline of the factors which need to be considered in the development of electronic records policy. Essentially, David was saying before you get too close to the wiring step back and get your policy in place, and right, first. From the reaction of the audience after he finished, though, I fear a lot of what was said had gone over many heads. A feeling similar to reading Stephen Hawking's *A Short History of Time* for the first time might bring you into the picture. This comment is not designed to undervalue the session but merely to point to the quantum leap in thinking that the audience had been exposed to. The session really needed a day to be fully developed and appreciated.

The next morning David Bearman presented the keynote address of the Conference, *The Changing Character of Corporate Communications.* In his introduction David talked about the linkage between the historical development of corporate structures and the management of information required for their control. He went on to say that,

> Those who understand and manage corporate communications can . . . play a significant role in the strategic management of organisations and develop the means by which organisations can adapt to changing circumstances. Records managers are . . . uniquely situated to become important strategic policy makers if they exploit what they could, and should, know about corporate communications and recordkeeping.

He considers this to be the case,

> because once again [having cited previous historical examples] the technologies of recordmaking and communications have out paced methods of organisational control.

In the space available here I can't really do justice to the entire scope of the paper so I hope a few select quotes will give you a taste. The quotes relate to what I consider to be one of the least debated/discussed and therefore misunderstood tenets of archival science, and one which is critical to the management of electronic records, i.e. what is a record? (and how can it be retained? I can hear some of my colleagues groaning already). I quote:

> Given the potential of having to look at records systems after their useful life is over to try to make determinations about whether and how to retain records, it is clear that the investment of energy up-front in the systems design and implementation would be a far more effective way to assure goods records management. What do we need to look for? First, **we need to assure that electronic information systems create evidence, not just data.** The difference? Data is the content of the record, it's what the creator of the document actually recorded and what the user receives. But by itself, data does not provide accountability, and often does not even convey meaning, at least not unambiguously.

David went on to say

> In addition to the data of the document, we depend strongly on information from two other sources, structure and context. Without the structural clues, i.e. information about the relationship between the elements in a document, and the context i.e. who created a document, in the course of what business, under authority etc, the data loses its value as evidence. In electronic record systems . . . the physical location of the document is no clue to its origin or use and information can easily lose its contextual links by being moved from one system to another. Records managers must become involved in the design and implementation of systems to assure . . . that data, structure, and context is captured.

He concluded by saying that

> records managers, together with the General Counsel [legal officer], can locate the nexus between activity and information systems that exposes the functional requirements for evidence and introduce these requirements into corporate planning and into the requirements for specific mission critical information systems.

There were further papers on the second day, but space precludes any detailed examination here. I would, however, commend Elaine Eccleston for her paper, *Managing Your People* which, to me, addressed the real issue amidst all this technological change and 'more with less' talk, i.e. the people.

So did the conference meet its objective? Well, we certainly got a broad overview of a variety of management, technological and corporate issues. There was certainly a focus on the less traditional approaches to recordkeeping and the 'more with less' principle shone through, perhaps too brightly on some occasions. In retrospect the variety led to the exploration of too many avenues, when I personally would have preferred to concentrate on the issues raised by David Bearman and Lindy Saul. I would, however, commend Longman Professional and the organisers for their efforts in arranging the conference and developing a theme linking the records management and new technology issues. It is a vital issue for all information managers and can't be discussed often enough. In particular, the inclusion of David Bearman at this conference is to be congratulated. His contribution to the level of debate in this country on the management of electronic records has been invaluable.

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Archives Australia '92: Windows on Australian Archivy. Australian Society of Archivists Inc, 1992 Annual Conference, Wagga Wagga, NSW, 29-30 May 1992.

The keynote speaker Dr Eric Ketelaar, General State Archivist of The Netherlands, started the conference with a thought provoking

address entitled *Modern Archives and Change In The 'New' Europe.* Issues such as access, privacy and archival ethics were addressed with examples from World War II.

The following session focused on *Archives in Australia: Actions and Activities* and was run as two parallel sessions. Each speaker had twelve minutes to outline what was currently happening in their institution. The first grouping included speakers from Australian Archives, State Archives, National Library of Australia, Mitchell Library, University Archives and the Australian Council of Archives. It was interesting to note that each of the speakers brought up the recurring themes of space shortage, access problems, the nature of 'permanent' records, training and professional isolation in some instances. The parallel session included speakers from bank, church, museum, school and science archives plus Paul Brunton speaking on the Australian Society of Archivists.

The afternoon session addressed the issue *Regional Archives: Regionalisaton of Archives* and was of particular interest to archivists in Queensland as regionalisation is one of the Electoral and Administrative Review Commission's (EARC) recommendations for Queensland State Archives.

The second day continued the emphasis on *Archival Ethics/Archives, Archivists and Ethics:* Ann Mitchell and Eric Ketelaar both gave participants food for thought. Eric's technique of wandering into the audience with a microphone to ask hypothetical questions really made people think about the issues of privacy, access and archival ethics. A very enjoyable session, especially for those who did not have the microphone placed in front of them.

The following session examined the *NSW Local Government Archives Project* while after lunch topics included *Archival Reference Services and How To Improve Them* and *Access To Official Records.* Again papers were relevant and interesting.

Convention Proceedings

Alan Ives, the local Convenor, has indicated that the papers from the conference will probably be available in October.

Delegates

There were 130 delegates and speakers at the conference with archivists from every Australian State and Territory and even one from New Zealand. David Bearman from the USA and Dr Eric Ketelaar from The Netherlands made up the overseas contingent.

Social Functions

There were no organised evening functions apart from the conference dinner. However, as there was no shortage of restaurants in

Wagga Wagga, I found no trouble in finding somewhere to eat the four nights I was there with a wide variety of dinner companions.

Venue

The Charles Sturt University Campus lent a relaxed atmosphere to the conference. Controlling the temperature in the conference rooms was a small problem with delegates being alternatively hot or cold.

Conclusion

The conference was enjoyable and thought provoking. Dr Eric Ketelaar's presence was a real bonus and I don't know that I would have found the conference as interesting if he had not been the keynote speaker and so visible and friendly throughout the Conference. Finally, I'm not sure that I like the word 'Archivy'.*

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*Reviews Editor's note: I definitely do not accept the word 'archivy'. If it had not been the actual conference title it would have been edited out.

Recordkeeping, Accountability and Risk Management: Organisational Strategies for Contemporary Records Managers and Archivists. A half-day seminar presented by the Australian Society of Archivists Inc, Victorian Branch and the Graduate Department of Librarianship, Archives and Records at Monash University, 15 May 1992.

David Bearman of Archives and Museum Informatics, a research, publishing, teaching and consultancy company based in Pittsburgh Pennsylvania, made a welcome return in May, giving seminars in Sydney and Melbourne, and attending the ASA Conference in Wagga. Hopefully he may become a regular visitor to Australia where his neo-Jenkinsonian ideas, his challenging vision of the role of records managers and archivists, and his 'non-custodial' focus on institutional archival activity strikes a particular chord. Moreover the kind of expertise and research experience he brings to the electronic recordkeeping issues we face is much needed. Particularly relevant recent experience includes involvement in the University of Pittsburgh's research projects and teaching programs on electronic recordkeeping, and in development of the National Historical Publications and Records Commission's national agenda for research on the archival management of electronic records.[1]

Addressing an audience of one hundred record and information managers and archivists from both the private and public sector at Monash University, David Bearman, took as his text for the day that morning's round of press relevations about Senator Graham Richardson's knowledge of and involvement in his cousin's Marshall Islands business affairs. He described the unfolding situation as an information accountability crisis — to do with who knew what, when, and how they acted on that knowledge. Such crises force society to consider what constitutes evidence, defined by Bearman in relation to transactional records as the information provided by the record content, information about its context, information derived from its structure, and structural information about it — essentially to do with its links to other records. They focus attention on who is responsible for managing information and making it accessible, and can result in a dialogue about the risks of knowing or not knowing, of acting or not acting in the context of knowing or not knowing. They also provide opportunities for records managers/archivists to force their organisations to address these issues; to debate what information should be captured, preserved, made available and used for what purposes; and to assess the risks involved in documenting or not documenting organisational activity, in making information available or not, in using it for intended or other purposes.

In Bearman's construct, managing information is the responsibility of each program or line manager as with financial and human resources management. In this scenario, the role of the records manager/ archivist is to bring accountability and associated risk management issues into play. Bearman emphasises that this is more easily accomplished in the midst of the current electronic communications revolution when people are increasingly using information indiscriminately. Without knowledge of its context — where it comes from, how it's stored, how it's accessed — they are without the means to access its evidentiary value or guarantee its authenticity. They may thus be involved in a particularly high risk activity. Records managers/ archivists need to become in-house experts in identifying the records management and archival functional requirements of information systems, and in managing the risks associated with the strategies employed to meet these requirements. Records managers/archivists also need to provide program managers with a 'mental model' of the systems environment for which they are responsible; alert them to associated risks; advise on the right mix of strategies — in terms of policy, system design and implementation, and compliance with standards — to match an organisation's culture and technological capacity; and conduct post-implementation audits.

And what of the institutional archivist's role? For Bearman, given the further set of risks involved in attempting to move electronic

records to a different environment and ensure portability of context and structural information, it is essentially a regulatory, 'non-custodial' one. Bearman uses the term 'non-custodial' in the sense of not having physical custody. In Australia in some contexts it is possible to say that the archivist has custody of records, even if they are not under *direct* control or stored in the repository. This notion of custody involves what Jenkinson identified as the primary duty of the archivist — safeguarding the essential qualities of the archives, i.e. their evidentiary nature — and can be exercised by 'remote control'. According to Bearman, the only viable means of ensuring the 'evidential continuity' of archivally significant electronic records may be to maintain them in their creating organisations in a live system context. In this scenario, archivists are involved in regulatory and audit activites in relation to documentation, selection, capture, preservation and long-term accessibility. They also provide guidelines and training. An essential support for this role is the management of corporate information about information systems, the metadata.[2]

If we aspire to David Bearman's vision, we need to embark on a process of transformation, a records management and archival revolution to match the information technology and communications revolution. We also need to acquire greater standing and authority. A major challenge is how to equip records managers and archivists for such a mission. Bearman is involved in two interesting educational initiatives in this area, a University of Pittsburgh post-graduate course, and the NAGARA-University of Pittsburgh Summer Schools for State Archivists. Both look at what records managers and archivists need to know about information systems in order to put together a mix of strategies to meet records management and archival program needs. The summer schools emphasise strategic planning and the legislative framework in which State Archives operate.[3]

Commentary on David Bearman's paper was provided by Dr Richard Jones, Chief Scientist with Computer Power and Director of the Centre for Electronic Document Research in Canberra, and Caesar Formica, Acting Director of Information Technology at Community Services Victoria.

Richard Jones took an optimistic view of the capacity of information technology to accommodate records management and archival functional requirements; pointing to the increasing power of systems and hardware; the newer, more sophisticated system design methods which focus on the life cycle of a document and what is needed to support it at different stages; the fact that standards are 'beginning to click into place'; and to research projects, e.g. Project Athena, which will make it easier for people to document and structure the electronic dialogues in which they engage. He sounded a warning about relying too heavily on artificial intelligence systems, especially in areas

involving a depth of knowledge, raising the associated issues of deskilling and treating people as ciphers. This was a particularly interesting comment given David Bearman's view that such systems might replace the reference archivist in the inferential process used to negotiate user inquiries.

Caesar Formica stood in at very short notice for Dr John Paterson, Director-General of Community Services Victoria, who was attending to urgent departmental business (we later learned that our seminar happened to be on the day Children of God houses were raided in Melbourne and Sydney). CSV has recently upgraded its records management program and developed a new Client Information System. Its functional requirements include objectives relating to the openness of CSV's operations, document creation as a by-product of transactions closely linked to work flow, and maintaining the integrity and confidentiality of client records. Caesar Formica's comments provided an insight into the development of the new system, focusing on a range of related technological, legal and economic issues.

The seminar was a stimulating occasion, an opportunity to hear at first hand from a leading thinker in our field, and to get some different perspectives from expert commentators.

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End notes

1. Progress on the national agenda is reported in *Research Issues in Electronic Records,* NHPRC, Washington, DC, 1991. (Available from Lisa Weber, NHPRC, National Archives Building, Room 607, Washington, DC, 20408.)
2. For elaboration of his views on the 'non-custodial' role, see 'An Indefensible Bastion: Archives and a Repository in the Electronic Age', in Archives and Museum Informatics Technical Report No. 13 *Archival Management of Electronic Records,* ed. David Bearman, 1991, pp. 14-24. In the same report, Margaret Hedstrom of New York State Archives and Records Administration, in commenting on 'Archives: To Be Or Not To Be', pp. 25-30, argues that it is possible to assume the regulatory role proposed by Bearman without abandoning custodianship altogether, if only as a 'repository of last resort' for archival electronic records of defunct organisations and programs.
3. At the time of writing this review, the Graduate Department of Librarianship, Archives and Records at Monash University is exploring the possibility of developing a course based on the University of Pittsburgh model, possibly to be introduced as a 'Winter School' program in mid-1993.

Archives in the New Europe: Meet Dr. Eric Ketelaar, General State Archivist[1], The Netherlands. A forum presented by the Australian Society of Archivists Inc, Victorian Branch and the Graduate Department of Librarianship, Archives and Records at Monash University, 2 June 1992.

Dr Eric Ketelaar was in Melbourne as part of a series of Branch visits organised by the Australian Society of Archivists which co-sponsored his Australian visit with Australian Archives. He was keynote speaker at the Australian Society of Archivists' conference at Wagga Wagga, NSW, on 29-30 May 1992. Despite the brevity of his Melbourne visit — en route to Hobart where he was to address the Tasmanian Historical Research Association on Tasman and, as he mischievously pointed out, possibly to reclaim Van Dieman's Land for the Dutch government — as well as addressing this group of over forty, he also managed to squeeze in a pre-recorded interview with Ramona Koval on the ABC's 3LO and to see the portrait which had eluded him in Canberra. Entitled *Abel Tasman, his wife and daughter* the portrait is held by the National Library but is currently on loan to the National Gallery of Victoria's exhibition, 'Uncommon Australians: Towards an Australian Portrait Gallery'.

Dr Ketelaar did not repeat his Wagga performance. Instead he chose to open up the forum by way of reference to the 'Dutch Diary', a regular feature of a National Dutch newspaper in which celebrities report on their activities. In March this year he had been invited to visit the Moscow State Archives. As the first foreign achivist to inspect the central archives of the former USSR, his visit received television coverage and provoked great interest in The Netherlands in particular and in Europe as a whole. This event led to an invitation to Dr Ketelaar to contribute to the 'Dutch Diary' articles.

Dr Ketelaar's translation from Dutch into English of his Dutch Diary article on 'A week in the life of the General State Archvist', provided a window into his role. His activities included involvement with the National School for Archivists; arrangements for workshops for archivists in Eastern Europe; meetings with his Minister, provincial state archivists, private collecting institutions and his European colleagues, particularly the 'group of twelve experts' from the EC countries currently concerned to harmonise policies and procedures on a practical rather than legislative level; and meetings of the State Commission of Archives currently working on a strategy plan for the state archives network for 1992-1996. The Diary also included a reference to archival research he was undertaking and his forthcoming visit to Australia. The highlight of the commentary was the recollection of his visit to the Moscow State Archives. The Moscow repository included records of the KGB, the Red Army, the Communist Party and the Comintern, as well as captured World War II German documents,

which in turn included documents captured by the German forces. This raised the issues of the rightful ownership of the records and the sensitive nature of the contents of some of these records, for example some of the 'archival time bombs' documenting activities of wartime Nazi collaborators some of whom are now in prominent public positions. Other issues surfacing in the former USSR related to the claims of the new republics for custody and/or ownership of records generated from former central functions which had devolved onto the new republics.

Dr Ketelaar's stimulating Diary entries set the scene for a lively exchange of questions and answers, covering an interesting range of archival issues. These included the role the ICA might play in relation to archival issues in the former Eastern block countries. Ketelaar advised that the initiatives were coming from individual countries rather than the ICA. The Dutch approach had been to run workshops for individually selected archivists from these countries rather than attempting to formulate a uniform approach to suit all countries concerned; some western countries had undertaken bilateral discussions; others had taken a multilateral approach by way of working with several former Communist regimes.

On the question of the former East German archives in the new Germany, Dr Ketelaar explained how the former East German unitary system of administration had been incorporated into a federal system of which it was now a state and how the East German question was compounded by access and ownership issues regarding the former secret intelligence service records (the 'Stasi files'). The records documenting the activities of the former regime had opened up even more recent wounds than the wartime records.

Commenting on the effectiveness of the 'Twelve EC experts', Ketelaar pointed out that the success of implementing their policies depended largely on the influence of each of the individual National Archivists within their own. The group had no direct power over the archival policies of the EC institutions themselves in respect to the records they create, but it does act as a lobby group within the European Community and within individual countries. The European Council of Ministers in December 1991 endorsed practical measures for implementing some common European archival policies put forward by the 'twelve EC experts'.

In relation to archives in The Netherlands, questions ranged from the availability free of charge for original Births, Deaths and Marriage records to aid genealogists and other researchers; the relationship between the public archival bodies which consist of almost twenty-five per cent private records and the acquisition policies of large private collecting archives such as the Institute of Social History and the Catholic Documentation Centre; the fact that there are relatively few

in-house archives and the type of archival education available, namely on the one hand the National School for Archivists with the emphasis on practical training, and on the other hand university archival courses which concentrate on the theory of archival science.

The Dutch shift in appraisal to evaluating the agencies rather than the records they produce conforms to some of the current thinking in Australia and Canada. Of particular interest was the recent addition of electronic records issues to the Dutch archival agenda.

Dr Ketelaar informed us that the Dutch had been thinking of establishing a machine-readable division like the National Archives and Records Administration which accepts machine-readable records in a particular format only. He had been impressed with the current thinking in Australian Archives of considering the strategy of not physically transferring electronic records to archival repositories rather than devising other means of providing archival custody and access to such records.

On the issue of accessibility to Dutch records of the former Dutch administration of Indonesia, Dr Ketelaar responded that his country's approach is considered a model for other former colonial administrations. It is based on the notion that the records created by the colonial administration are the common archival patrimony of both the countries concerned. To achieve this idea in practical terms a collaborative approach has been developed; Indonesians are taught to read Dutch so that they can select records held in The Netherlands that they wish to microfilm themselves; the microfilming program is run as a joint venture and finding aids to the microfilmed or to other relevant records are also carried out jointly between the Dutch and the Indonesian authorities.

Arising from the discussion in general, Dr Ketelaar defined the role of a government archival authority as having a two-fold purpose: as a tool of the administration and as a provider of sources for historical research. In his own case, as head of the state archival service, he has a right of inspection to records in government agencies and reports directly to the Minister. In The Netherlands there is a mandatory transfer of records to the appropriate archival authority after a set period, soon to be changed from fifty to twenty years in forthcoming amended archival legislation. Archives transferred to a public repository are accessible to the public unless privacy is infringed by their release. Dr Ketelaar considered these provisions essential if the government archival authority is to fulfil its role. Although the General State Archivist does not have a direct records management role, there are standards regarding the condition of, and documentation about, records on transfer to which agencies have to conform, including the cost of record transfers as part of their own budget. In addition, he holds ex-officio status on many committees with recordkeeping

concerns, for example those dealing with reviews or proposals for Freedom of Information or privacy matters. He also hopes to establish the State Archives as an 'agency', which he explained would give it considerable financial and statutory independence to enable it to charge government bodies for some services.

The issue of the necessary funding levels for public archival bodies was also raised. Dr Ketelaar provided some interesting figures on the money spent per inhabitant on the archives of two large Dutch cities. Although such figures must be treated with caution, one suspects that they are much higher than comparable Australian figures. In addition, capital costs such as the construction of repositories are not part of the archival budget. Salaries for Dutch archivists vary, with municipal archivists on a higher scale than their state counterparts. Regional diversities which account for active municipal archives are encouraged.

It was evident from the concerns raised at the forum that archivists in The Netherlands and Europe are confronting similar issues to those facing archivists worldwide, although compounded by the legal and ethical issues emanating from the opening up of the archives of the former USSR and Eastern Europe which nonetheless reinforce the importance of the public record as evidence of the actions of government or quasi-government bodies. It was very stimulating to hear these ideas expressed by an articulate and highly professional archivist.

ENDNOTE

1. The General State Archivist is in effect the National Archivist of The Netherlands. Archival arrangements in The Netherlands provide for a state archival system in which the General State archives in the Hague is responsible for the records of central or National government agencies including parliament and has regional branches in the eleven provincial capitals. Each regional state archives is responsible not only for the records of central government agencies in the province but also for the records of the provincial government and also may accept private records of churches, companies and individuals within the region. The state archival network is the responsibility of the State Archives Department, the head of which is the General State Archivist who together with the State Archivists in charge of the state branches form the Council of State Archivists. Municipal archival authorities are funded by local government. They are not mandatory and some jointly operate regional archival services. Water control boards often employ their own archivists or have arrangements with a state or municipal archival authority to hold their records. The archival repositories of the state, municipal and water control boards are all governed by the Archives Act of 1962.

   For details see *Fact Sheet C-8-E 1991: Public Records,* Ministry of Welfare, Health and Cultural Affairs, Postbus 5406, 2280 HK Rijkwijk, The Netherlands.

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Exhibitions

Trust the Women: Women in the Federal Parliament. Exhibition. Parliament House, Canberra. February 1992 to June 1993.

An inspiring celebration of the ongoing struggle to increase women's representation in the Federal Parliament, this exhibition successfully combines visual impact with verbal detail. The considerable variety of material selected includes the suffrage banner which gave the exhibition its title, sound tracks of extracts from parliamentary speeches, a photomontage showing all the fifty-one women who have sat in Federal Parliament, and a variety of documents illustrating the intellectual, political and personal issues involved in winning the vote for women and then having increasing numbers of women elected to the Senate and the House of Representives.

The exhibition successfully solves the major problems which are posed by its location. The Senate exhibition area is both foyer and passageway for people on their way to other parts of the building, and it has a wall of windows along one side which present conservation difficulties. In order to control the light coming through the windows and to create spaces within which visitors to the exhibition can focus on the material presented, large wooden panels have been erected in a style which complements the building itself. These panels, almost walls, divide the space into three manageable areas suitable for displaying small scale items which require close examination.

Effective use is made of quotations which are stencilled directly onto the panels. Comments range from the Hon. Dame Margaret Guilfoyle's declaration, 'I think . . . many, many more women should be in Parliament' (1979) to Ros Kelly's, 'The greatest problem is getting into the place' (1982) and Wendy Fatin's 'Half by 2000?' (1991). Apart from these and other quotations, a large amount of reading material is presented. As well as the publications and manuscripts displayed, there are detailed commentaries provided in captions. It is remarkable how often captions in exhibitions are badly placed or inadequate, but here each caption clearly relates to a particular object which is carefully documented and explained. For those who do not wish to read however, photographs and objects such as Dame Enid Lyons' marvellous hat and an 'It's Time' T-shirt offer immediate visual appeal. The material is displayed at various heights, the five display cases being low enough for people in wheelchairs to see the material clearly.

Because the exhibition is on for nearly eighteen months, the records need to be kept safe from light as well as damage. The use of locked display cases ensures that the original items lent by many individuals and institutions are secure. Conservation advice about lighting levels

has been carefully followed and material has been placed in such a way that the sunlight reflected through the windows does not affect the exhibits. The pages of books are turned and items particularly vulnerable to light are replaced, once they have been on display for three months. Since I first saw the exhibition when it opened, for example, a collection of papers concerning Doris Amelia Blackburn, MHR for Bourke 1946-1950, have replaced various other documents.

One of the three sections created by the panels is almost like an inner sanctum. It contains two large oil portraits in heavy gilt frames, tangible evidence that women have made it into mainstream parliamentary history! Extracts from speeches by the two women in the paintings can be heard, Dorothy Tangney, the first women elected to the Senate stating that she speaks not as a woman but as a citizen of the Commonwealth, in contrast to Enid Lyons who, as the first woman to address the House of Representatives, highlighted her role as woman and deliberately used household imagery. The soundtrack was working well when I was there, although I understand that it did not always function properly, at times being almost inaudible and at other times not heard at all. Without the soundtrack audiences would have missed a valuable dimension to the exhibition as the actual voices of our first women in Federal Parliament demonstrate their command of rhetoric, the art of persuasion which depends as much on vocal delivery as it does on the actual words spoken.

In the same area, an empty frame with the words 'Watch this space' is headed 'Australia's First Woman Prime Minister'. Similar use of empty space is made to draw attention to the small proportion of women in Parliament today, despite the long years of struggle. No update has been provided to the note referring to Jo Valentine's resignation in January 1992. (She was replaced by Christabel Chamarette.)

Trust the Woman has a strong, clear central idea which is accessible on a number of levels. This is appropriate not only for the space it occupies in the building but also for the spectators who see it. The thousands of people who visit Parliament House each month represent a great variety of backgrounds and interests. The fact that this exhibition can be approached from any direction and then glanced at quickly or explored for more than an hour of reading, looking and reflecting is one of its major strengths. The lack of a necessary linear structure to either the physical or the intellectual arrangement of the material means that different spectators can take from it whatever they please.

Ann Millar, acting Director of Research in the Senate Department, was the Exhibition Curator and Hewitt Design Associates were the

Dame Enid Lyons and Senator Dorothy Tangney, Canberra 1943. One of the photographs from 'Trust the Women'. Reproduced by permission of the National Library of Australia.

designers. This is the fifth exhibition they have created together in Parliament House. Like *One People, One Destiny* last year, *Trust the Women* was accompanied by a series of lunchtime lectures on related topics. The lectures delivered by Marian Sawer, Susan Ryan, Janine Haines and Margaret Guilfoyle will be available in published form

later this year as part of the Senate Department's Papers on Parliament series (telephone 06 277 3057 to order copies). A stylish eight-page brochure provides additional information and illustrations not in the exhibition itself. It also allows spectators to take home with them a copy of Dora Meeson's wonderful banner, to remind them as it says, to 'TRUST THE WOMEN MOTHER AS I HAVE DONE'. This is an excellent exhibition because it combines carefully presented historical information with powerful emotional appeal.

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Videos

John Vainstein, director and editor. **The Archival Trail: An introduction to the role archives play in business and community.** Produced by the Ontario Council of Archives with support of the Canadian Council of Archives 1991. Twenty minutes, thirty-nine seconds. (Available from Ontario Council of Archives, c/- City of Toronto Archives, 100 Queen Street West, Toronto, Ontario M5H 2N2, Canada. Any copy received from this address would be in North American NTSC format, and cannot be viewed on most Australian videos. The Editor holds a copy in VHS which can be lent to members.)

The medium is the message, and there is no coincidence these days that the way to get your message across is by a promotional video. And no wonder; we all now are so used to getting our information on some sort of screen: TV, video monitor, computer screen. The thing is, it works.

Here is a video that sets out to give an overview of what archives are (very briefly), what archivists do (even more briefly), and what archives can be used for. It is aimed at the uninitiated, and perhaps even those who give us the resources. The 'pitch' is to the business community, educators and doubting bureaucrats.

The setting is the Canadian province of Ontario, in the cities of

Windsor, Toronto and Peel. We see glimpses of the following archives:

— Windsor Municipal Archives
— Archives of Ontario
— Anglican Church, Ontario Diocese
— Queens University Archives
— National Ballet of Canada
— Canadian Imperial Bank of Commerce
— Region of Peel.

As the video subtitle suggests, the video concentrates on the use of archives, and we hear how the city of Windsor used its own archives to gain control of the Windsor-Detroit international road tunnel, a claim disputed by the inheritors of the original development company. The Municipality was also able to prove that it could go ahead with a riverside development without disturbing the supposed graves of some nineteenth century immigrant cholera sufferers.

We see conservation at Queens University, and accessioning (although I am a little sceptical that all the format shown could come out of one consignment of unsorted records). We see church records used for genealogical research, photos and film giving an ability to reconstruct a ballet, and photos of some wonderful old bank buildings in the last century.

However, the video also stresses that these collections are not just quaint cultural sidelines, but, as the National Ballet archivist says, 'a working resource centre' for the ballet's management. The archivist for the bank makes this point even more clearly, stressing that the archives is there to maintain the corporate memory, of immense value to the bank in maintaining its position in the community, and to attract new business. The archivist of Peel conducts a fascinated group of children through the history of their city.

The video ends by saying that the role of archives is to help people pick up the trail, and it is to this end that the video has been produced. It indeed shows the multifarious uses of that resource in our care, and I think it will be a very useful tool in the kit of archivists selling their message across the community.

How pleasing to see the video end with our Society's major contributon to the care of this resource — *Keeping Archives* — so prominently displayed as the credits roll.

Steve Stuckey
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Briefly noted

Lenore Frost, *Dating Family Photos 1850-1920.* Victoria. Lenore Frost, 1991. 127 pp. ISBN 0 646 058983. $16.50 (plus $2.80 postage). (Available from Lenore Frost, 8 Cliff St, Essendon, Victoria 3040.)

A book illustrated entirely with photographics of family portraits is not for the faint hearted. Confronted relentlessly by the gaze of glassy-eyed indifference the reader will be reminded more of the fumes of a taxidermist than those of a photographer. While the sight of so many unforgiving faces may engender the same alarm and dread as an actual visit by family relations, be assured that this visit will be a rare occasion of pleasure and enlightenment.

Compiled and published by Lenore Frost, *Dating Family Photos* is a wise and friendly guide to the methods by which routine family photographs can be identified and dated. Two approaches are offered for the dating of photographs: firstly by the formats of the images, which are dutifully listed with succinct definitions, and secondly by the sitter's costume. The text is informed by the belief that standard works on the history of costume chart the high points of fashion, and so are less useful in dating the high points of fashion, and so are less useful in dating the average photograph of a subject who is often shamelessly unfashionable. By orientating the book to the costume seen in the ordinary family photograph Lenore Frost quietly opens and maps new territory for researchers and answers a need which doubtlessly has been felt by genealogists and logical historians among others.

The basic components of dress and hairstyle are investigated and distinct periods of costume are illustrated with a number of typical examples. Attention is also drawn to the dates of an accessory such as a walking stick, watch, parasol or pince-nez, which has become enshrined in the photograph like the objects chosen for Egyptian entombment. Although the analysis of costume occasionally lacks exactitude in its description and application, the author introduces a keen awareness of human behaviour and demonstrates the influence it yields in understanding the image. For example we are given the sober reminder that 'there is no telling how long an elderly woman might retain an earlier style' (p. 51). There is the ready admission of areas in which archival description is likely to be defeated by such practices, but there is also comfort provided when certain foibles assist in identifying the same family member through different decades: 'Although the length of men's hair altered through the years, generally once they had hit upon their own style of parting, they would wear that for life, so look at the hair as well' (p. 22).

The photographic studio's simulation of rustic settings with papier-mâché rocks is easily detected, but as the author repeatedly illustrates it is the submerged illusion which is more hazardous for researchers. The

commentary to one photograph of a child points to the fact that the fetching sash around the waist may have been a studio aid to hold the infant motionless during the photograph's long exposure. Equally researchers are cautioned not to distort historical evidence with hasty assumptions, but to remain tied to the demands of archival research. A photograph signed and dated by the sitter may seem to present the researcher with authentic information for the date on which the photograph was taken, but as Frost indicates the date could refer to the day on which the photograph was given as a customary gift.

The book is consistently sensitive to the conventions and context in which photographs were created and principles such as original order. Researchers unfamiliar with these concepts risk rehearsing the roles of characters in Ibsen's play of mistaken family identity, *The Wild Duck,* who live in a photographic studio and reveal their own ideals and delusions as they retouch the family photographs of other people. Certainly anxiety to establish a family identity may lead some genealogists to unwitting promiscuity, as the author warns:

> Another factor to consider is that many photos in the album may not be members of the family at all, but friends, possibly famous persons, or even the local minister. Cartes-de-visite in particular became the rage in the 1860s, and it was a custom of the time to exchange photos with friends, and to collect photos of people who were famous, or in the news at the time' (p. 19).

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State Library of New South Wales

Helen Ford, *The education of staff and users for the proper handling of archival materials: a RAMP study with guidelines.* Paris. UNESCO General Information Programme and UNISIST, PGI-91/WS/17, 1991. 38 pp. (Available from Division of the General Information Programme, UNESCO, 7 Place de Fontenoy, 75700 Paris, France.)

'Prevention better than cure' is the theme of Helen Ford's brief RAMP study, in which she argues that any measures which delay the need for labour-intensive conservation work are worth pursuing. Proper handling of archival material is also promoted as more cost-effective than the other measures which archives can use to preserve their records: appropriate storage, regulated environmental conditions, and production of reference copies.

Ford focuses on practical measures: a variety of reading-room aids are described and sketched (document trays, volume supports, map weights, easels), but as she points out staff are likely to handle material

more than users so handling from shelf to trolley (more sketches) to holding area to reading room is just as important.

Ford lists eighteen basic rules for proper handling of archival material for both readers and staff, then comments on the reasoning behind each. It may be worthwhile to check your own institution's rules against these to see how they measure up. Have yours been updated for new products (prohibiting correcting fluid and hand-held photocopiers)? Have you banned newsprint from your reading room because of the likelihood of ink being transferred from the morning papers to your archives via readers' fingers?

Ford stresses the need to educate staff in handling material as part of their induction training, to inculcate good practice right from the start. This is important because of the amount of material a staff member will handle over the period of their employment and also because of the example it sets to users. She comments that readers do notice the way in which staff handle documents and this can indicate the standard of care that the archives expects of a user.

Senior members of staff are reminded to observe the rules and be seen to do so by junior staff. It is easy to become relaxed about these things. Which national archives' 1990-1991 annual report featured a photograph of an archivist at work surrounded by files, with a bottle of Quink at hand?

As with most RAMP studies, this is archival advice at the most basic and useful level and how pleasing to see our own *Keeping Archives* on the short list of 'Further Reading'. Better editing of the text would have picked up the incorrect references to paragraph numbers in the summary guidelines at the end.

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Jacob Hevelawa, compiler, *A Guide to the Post-War Records of the Department of the Government Secretary.* Papua New Guinea. National Archives and Public Records Services of Papua New Guinea, 1991. ISBN 9980 909 99 4. 19 pp.

Jacob Hevelawa, compiler, *A Guide to the Records of the Department of the Administrator.* Papua New Guinea. National Archives and Public Records Services of Papua New Guinea, 1991. ISBN 9980 911 23 9. 37 pp. (Available from National Archives and Public Records Services of Papua New Guinea, PO Box 1089 Boroko, Papua New Guinea.)

These two *Guides* are front line, basic pointers to the scope of records

within the departments they cover and consequently to the post-war history of Papua New Guinea.

The two departments — that of the Government Secretary, succeeded by the Department of the Administrator — were pivotal to the administration of the Territory. This is reflected in the wide ranging functions administered: primary industry, foreign affairs, economics, education, public works, the work of the patrol officers, transport et al. The predominant date range for the government Secretary's records is late forties to late fifties (1945-1970) and for those of the Administrator 1950s-1970s (1928-1980).

Each contains a short administrative history of the department concerned and a first reading presents an overview of the administrative functions of each Department — the type of record maintained, its date range, the broad subjects covered and the quantity extant. Descriptions range from a succinct one-liner to a short paragraph providing the absolute essentials for the researcher before leaving home and sufficient to begin a dialogue with the institution to elicit more information.

On the second and subsequent readings, I was caught out. It was a conflict in the presentation of that information. A *Guide* is a public document for promoting research, so, the two major questions are subject and date range: this is my field of interest therefore what do you have to offer; and these are my parameters.

All up, the *Guides* answer these questions, but only when you start at the beginning, realise the information appears disjointed by date range and subject, read the last few pages devoted to a subject/function index — and then re-read for a specific interest/topic or date range.

The body of the information is presented in 'record series register' numerical sequence. This, to me, is a very in-house, archivist's registration/documentation process, although it is certainly an easy, economic method of presenting information. Given this format, the subject/function index is the key to the access and scope of each *Guide* — and deserves prominence. In both cases it has been traditionally relegated to the back pages in a small print. The Administrator's *Guide* does carry an 'Alphabetical List of Series Titles' in the front of the booklet, but this is not a comprehensive pointer.

All told, these publications are an asset to any archivist or researcher wanting basic information on the enormity and complexity of Papua New Guinea post-war history.

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Adrian Gregson, editor, *Introducing Records Management: Proceedings of a one-day conference entitled Introduction to Records Management, Birmingham, 24 May 1990.* London. Society of Archivists, Records Management Group, 1991. 25 pp. RMC12. $7.50. (Available from Gwynedd Archives Service, County Offices, Shirehall St, Caernarfon LL55 1SH, UK.)

This slim volume (twenty-five pages) draws together four papers presented at a Society of Archivists, Records Management Group Conference held in mid-1990. The papers presented were: *Records Management: The Theory; Records Management: Into Practice; Records Management: Experience in a Local Authority* and *Records Management: Experience in the Private Sector.*

The first paper provides a theoretical view of what records management is and how it should fit in with an organisation's management structure and culture. The second paper is a practitioner's views on establishing the records management function in an organisation. The remaining two papers are concerned with how records management has been implemented in an English local authority area and in a private sector organisation, Burmah Oil Ltd.

In general these papers do not add anything new to the theory and practice of records management. 'The Theory' paper provides a useful definition of records management and it then goes on to present the arguments for establishing the records management function (i.e. economy, security, efficiency and preservation of archival materials). A new twist is added to the record life-cycle concept by adding hell, heaven and purgatory to the idea of life to death approach. The remaining papers provide a commentary on how records management programs can or have been implemented.

The conference that gave rise to these papers were clearly an introductory one designed to cater to people planning on entering work in the area or who were new to the area. The practical examples provided, particularly in the last two papers, are particular to the British context. The Australian situation is, I believe, far more advanced than presented in these papers. I would suggest that the records manager and/or archivist would derive very little from these papers that could not be obtained locally.

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Alick Jackomos and Derek Fowell, *Living Aboriginal History of Victoria: Stories in the Oral Tradition.* Melbourne. Cambridge University Press, 1991. 203 pp. ISBN 0 521 42457 7. $19.95 (paperback), $45.00 (hardcover). (Available from Cambridge University Press, 10 Stanford Rd, Oakleigh, Victoria 3166.)

Living Aboriginal History of Victoria: Stories in the Oral Tradition is a collection of stories which have been related to the authors Derek Fowell and Alick Jackomos by Kooris from Victoria. The publication arose out of a project coordinated by the Museum of Victoria's Aboriginal Cultural Heritage Advisory Committee which aimed to give Aboriginal people the opportunity to tell their life stories in their own words through the medium of print. Apart from the stories, photographs from the Museum of Victoria, Alick Jackomos' collection and from members of the Aboriginal Community of Victoria have been included to accompany and illustrate the recollections.

All the stories in this publication give a painful insight into what could be described as Australia's hidden history. Recollections of whole lifetimes spent on missions under strict government control, and of childhoods shattered by the forced removal of children from their parents, expose the shameful and inhumane treatment of Aboriginal people by successive non-Aboriginal governments in this country. Many of the stories recounted by the older Kooris in this book describe their desperate determination to hold their families together and maintain their cultural identity despite government policy which advocated assimilation and ultimately cultural genocide. The stories of the younger Kooris who appear in this book are a shocking reminder that Aboriginal children were still being removed from their families in the late 1960s. For many of the younger people their lives have been spent struggling to find their families and their cultural identity.

For many non-Aboriginal people the stories in this book may shock because this aspect of Australia's history has for so long been a taboo subject. As Derek Fowell notes in his introduction 'many of the stories will encourage readers to ask further questions regarding the history of Aboriginal and non-Aboriginal contact in Australia'. Publications such as this will go a long way towards facilitating the breakdown of cultural barriers in this country by educating both Aboriginal and non-Aboriginal people about Australia's not so glorious past. The significance of the historical information, gathered through these interviews, is that it is an important reminder of the need to support and encourage oral history projects.

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