

PUBLICATION NOTES

Edited by Kerrie Scott

Archival Heritage. *Director's Report 1990-91.* Melbourne. Victorian Ministry for the Arts, 1991. 8 pp. Report to Parliament on the work of Archival Heritage (incorporating Public Record Office). It also constitutes the Annual Report of the Keeper of the Public Records. Available from Archival Heritage, Level 3, 176 Wellington Parade, East Melbourne, Victoria 3002. Phone (03) 651 7097, Fax (03) 651 7177.

Archives Authority of New South Wales. *Concise Guide to the State Archives of NSW.* Second Edition. Guide to the State Archives of New South Wales Number 13. Sydney: Archives Authority of New South Wales, 1992. Price: Handbook \$10 + postage; fiche \$45 + postage. Consists of 23 microfiche comprising the Handbook and descriptions of each series held by the Archives organised under 255 government agencies. The Handbook (which is also available separately in printed form) includes the agencies covered by each fiche, practical information about how to use the guide and the State Archives, and also an 'Overview of major functions performed by New South Wales Government Agencies, 1788-1991'. Available from the State Archives, 2 Globe Street, The Rocks, NSW 2000. Telephone (02) 237 0254.

Australian Archives. *Annual Report 1991-92.* Canberra: Australian Archives, 1992. Gratis. 85 pp. Appendices, index. Includes all the information an accountable Federal Government agency annual report should have. The three core chapters report under 'Managing Records', 'Managing the Archives' and 'Training and Outreach'. Available from The Director, Development and Planning, Australian Archives, PO Box 34, Dickson, ACT 2602.

Australian Copyright Council. *Government and Copyright, Bulletin 76.* Sydney: The Australia Council and the Australian Film Commission and Copyright Agency Ltd, 1991. 49 pp. ISSN 0311-2934. Price \$10 (includes postage). This publication addresses the question; 'what is the fair and equitable way of dealing with the copyrights made for and used in the course of government?' Available from the Copyright Council, Suite 3, 245 Chalmers Street, Redfern, NSW 2016. Phone (02) 18 1788 or (008) 22 6103.

Australian Society of Archivists Incorporated. *Directory of Archives in Australia.* Canberra: ASA Inc., 1992. 527 pp. Indexes. ISBN 0947219064. Price \$25.00 (ASA members, \$30.00 non-members). The third and most comprehensive of its kind, this guide to archives provides useful information for the researcher on 458 repositories. Entries include address, hours and facilities, access arrangements, acquisition focus and a description of major holdings for most repositories. Available from the Australian Society of Archivists Inc., PO Box 83, O'Connor, ACT 2601.

Ford, Helen. *The education of staff and users for the proper handling and care of archival materials: a RAMP study with guidelines.* General Information Programme and UNISIST. Paris: UNESCO, 1991. 38 pp. PGI-91/WS/17. Gratis, \$5.00 handling fee. This study is intended to inform archivists, curators and users in the proper handling and care of archival materials. It offers analysis of the problems and suggestions for handling techniques and training. Available from Hunter Publications, 58a Gipps Street, Collingwood, Vic 3066. Phone (03) 417 5361, Fax (03) 419 7154.

Gorman, G. E., editor. *Australian Studies: acquisition and collection development for libraries.* London: Mansell Publishing Limited, 1992. 347 pp. Indexes. ISBN 0 7201 2134 5. Price \$81.60. According to the blurb, the volume 'looks at the nature and growth of Australian studies, surveys Australian publishing from historical and practitioner standpoints, and examines the acquisition of Australiana through a series of theme papers which focus on some of the world's greatest collections'. It includes a chapter on the Australian Joint Copying Project by two ASA members, Graeme Powell and Adrian Cunningham. Available from suppliers of Mansell titles in Australia, including James Bennett Library Services, 4 Collaroy Street, Collaroy, NSW 2097. Phone (02) 982 2122, Fax (02) 971 1309.

Kallaus, Norman E. and Mina M. Johnson, editors. *Records Management.* Fifth edition. Cincinnati: South-Western Publishing Co., 1992. 374 pp. Appendices and Glossary. ISBN 0-538-70335-0. Price (in August 1992) A\$37.30. Yet another RM text covering the main areas of the subject including 'automated records systems' and 'microimage records'. Designed clearly with teaching in mind, viz diagrams, photographs (including colour), etc., and, at the end of each chapter, review/discussion points, important terms and case study exercises. Also available with the fifth edition are a Study Guide, Videotape, Transparencies, Testing Package and Instructor's Manual. Available from James Bennett Library Services, 4 Collaroy Street, Collaroy, NSW 2097. Phone (02) 982 2122, Fax (02) 971 1309.

Kent, George, editor. *Historians and Archivists: Essays in Modern German History and Archival Policy.* Virginia: George Mason University Press, 1991. 349 pp. Index. ISBN 0-913969-32-x. Price

\$76.15. A collection of essays prepared using material in the US National Archives, particularly captured German documents from WWII. The theme of the collection is the importance of expert archival personnel to historical research. Available from University Publishing Associates, Inc., 4720 Boston Way, Lanham, MD 20706.

McInerny, Carmel Frances, compiler. *Parliamentary Voices in History: A Guide to the Location of Federal Parliamentarians' Personal Papers and Oral History Interviews.* Canberra: Australian Government Publishing Service, 1991. 103 pp. ISBN 0644240644. Price \$14.95. This guide is presented as a basic finding aid to the location of personal papers and oral history interviews of former Federal parliamentarians. Each entry contains brief biographical details of the parliamentarian, description of the records, location, date range, quantity and access status. Available from Commonwealth Government bookshops and AGPS, GPO Box 84, Canberra, ACT 2601.

Mathews, John. *The Australian Taxation Office: Modernisation through people, structures and technology.* Studies in Organisational Analysis and Innovation Number 6. Sydney: University of New South Wales Industrial Relations Research Centre, 1992. 194 pp. Includes Appendix and Glossary. ISBN 0 7334 02712. Price \$20.00 (incl. postage). Excellent case study of organisational change, use of technology for a myriad of information and records purposes being its special interest to archivists and records managers. Includes reference to EDI, VANs, OCR, bar coding, smart cards, document imaging, automated document despatch, EFT, ELS, automated data capture and despatch, office automation, etc. Available from the publisher (i.e. the Industrial Relations Research Centre, at the UNSW), PO Box 1, Kensington, NSW 2033. Telephone (02) 697 3362, Fax (02) 313 6337.

National Archives and Records Administration. *Expert Systems Technology and its implication for Archives.* National Archives Technical paper No. 9. Washington: US Government Printing Office, 1991. 41 pp. Bibliography. Gratis. Representing the culmination of eighteen months of research on artificial intelligence and expert systems, this report explores the potential application of this technology to the improvement of archival operations. Available from NARA, Washington, DC 20408, USA.

Parliamentary Joint Committee on the Australian Security Intelligence Organization. *ASIO and the Archives Act: The effect on ASIO of the operation of the Archives Act.* Canberra: Australian Government Publishing Service, 1992. 77 pp. Appendices. ISBN 0 644 24478 X. Price \$7.95. Provides details of the Committee's terms of reference, its findings and recommendations. Available from Commonwealth Government bookshops.

Professional Historians Association of NSW. *Public History Review*. Sydney: 1992. Price \$18 1st year subscription. A new annual journal, its focus is described as 'exclusively on the role of history in museums, heritage planning, communities and the media'. Issue No. 1 will be available in October, 1992, from Public History Review, c/- School of Humanities, University of Technology, Sydney, PO Box 123, Broadway, NSW 2007.

Reid, Fiona and Colleen Pritchard, editors. *Managing Business Archives*. Second edition. Melbourne: ASA Inc. Business Archives Special Interest Group, 1992. 90 pp. ISBN 0947219056. Price \$20.00. Includes information on how to start an archival program, disposal of records from the office, appraisal of records, conservation of records in all media, the role of collecting institutions, resources for managing an in-house business archives, and selling the archives program to the organisation. Available from the ASA Business Archives Special Interest Group, c/- BHP Archives, 209 Normanby Road, South Melbourne, Vic 3205.

Robertson, Anne, compiler. *Directory of Australian Ephemera Collections; A Listing of Institutions and Individuals in Australia collecting ephemera*. Sydney: State Library of New South Wales, 1992. 106 pp. ISBN 0 7305 8907 2. Price gratis. Provides details, listed in two alphabetical orders, about institutions and individuals which hold ephemera. Includes a good number of archives. Available from the State Library of New South Wales, Macquarie Street, Sydney, NSW 2000.

State Government and Records Administration. *Introduction to optical disk: State Government Records Management Series*. New York: The University of the State of New York, 1990. 16 pp. Gratis. The booklet introduces optical imaging technology, providing a description of the components of an optical disk system and how it operates. In summary it describes some of the basic considerations for implementing an effective optical imaging system. Available from State Government Records Division, The State Education Department, Cultural Education Center, Albany, N.Y. 12230, USA.

Wright, Belinda and David Bearman, editors. *Archives and Museum Informatics Technical Report No. 15: 1992 Directory of Software for Archives and Museums*. Pittsburg, PA: Archives and Museum Informatics, 1992. 164 pp. Indexes. ISSN 1042-1459. Price \$95.84. Identifies and describes an international range of software for use by archives and museums. Available from Archives and Museum Informatics, Northumberland St., Pittsburgh, PA 15217, USA.