

News Notes

Edited by Helen Morgan

Adelaide City Council Archives

Correspondent: Robert Thornton

Another financial year, another round of business planning. Fortunately the team was lucky in getting its operating budget approved in full by the Council, despite our fears that some internal services may be at risk on account of the Council cost cutting to make up for a major loss of revenue (\$8 million) caused by the closure of its waste materials dump.

In reality the Council's commitment to adequate records and archives management is underpinned by its considerable investment in personnel, technology and infrastructure designed to strengthen its ability to effectively manage its information resources. Its Records and Archives teams carry out a full range of recordkeeping activities from mail scanning, electronic classification and centralised filing of current records, through to controlled disposal, storage and conservation of non-current records identified as being worthy of permanent preservation. The Council also provides public access to its archives.

Major achievements 2004–05

Records Management

- Review of the Council's Records Management policy and procedures.
- Review of mailing policy and process.
- Fourteen RAM (Records and Archives Management) projects to assist internal business units manage their records more effectively.

- Two major security/storage infrastructure upgrade projects.

Archives Management

- Development of a framework for promulgating GDS 20 (the local government general disposal schedule).

Public Access

- Introduction of new search room services and facilities.
- Search room electronic access to archival items catalogued in TRIM.

Preservation Management

- Review and re-housing of Civic Collection items.
- Publication of a guide to conservation services.

Civic Collections

- Online access to catalogues and images in TRIM.
- Publication of a guide to the Oral History Collection.

For 2005–06 the team’s key focus will revolve around achieving two prime strategic goals:

1. To implement improved standards of records management consistent with the objectives outlined in State Records recently released Across Government Records Management Strategy; and
2. To implement improved access to archival collections and services consistent with best practice preservation management.

Records management 2005–06

To address the strategic goals outlined in the new Across Government Records Management Strategy the Council is currently embracing a number of initiatives aimed at improving its records management systems including:

- Introduction of new records management awareness training program with superior help desk and online support

and a Records Management Intranet site accessible to all Council staff.

- Review of existing performance measures for recordkeeping processes including all key performance indicators, internal service level agreements, quality management and the automated service request systems.
- Implementation of the latest (5.2) enhancement to the TRIM Context EDRMS.
- Implementation of the outcomes of the 2004–05 review of Records Management Policy Operating Guidelines and Procedures.
- Development of procedures for more adequately capturing electronic communications of Council staff and elected members.

Archives management 2005–06

Of primary importance is the need to go live with online public access to the Archives' TRIM database. It is also proposed to post some of the seminal documents relating to the City's history on the website, and to add a greater selection of the old Town Clerk's Department glass lantern slides collection to the image gallery. Additional tasks earmarked for attention in the business plan are:

- Stronger emphasis on GDS 20 internal promotion, networking and support.
- Increased online public access to images of Civic Collection items.
- Digitising select archival documents.
- Optimising storage space.
- Providing access to new finding aids, conservation and search room services (eight new initiatives in place).
- Formulation of a digital documentation strategy aimed at ensuring the long-term preservation of electronic records.

Another program of displays is also being developed. To mark the sixtieth anniversary of the end of World War II a new display on the

Council's role in civil defence has been produced. During the War a range of measures were introduced to counter the threat of an aerial attack on the city. The Council's City Engineer's Department, under the supervision of the State Civil Defence Department, was responsible for 'Air Raid Precautions', which included the planning and building of air raid shelters and trenches at strategic points around the city. It also collaborated with the military in producing plans to counter the effects of aerial gas attacks, providing 'anti-gas' training and decontamination drills for the city's inhabitants. The new display contains a fascinating selection of photographs, documents and artefacts relating to these measures.

Australian War Memorial Research Centre

Correspondent: Tim Roberts, Kerrie Leech and Robyn van Dyk

Since the November 2004 issue of *Archives and Manuscripts*, the Australian War Memorial's Research Centre has started new archival-type projects, including: launch of a small online sample of maps from the Gallipoli campaign, contributed information and advice for the new online Korean War Nominal Roll and the installation of a new business information system. This report provides a summary of some of the Centre's activities since November 2004.

Database projects for Official Records

The Australian War Memorial's Research Centre staff contributed information about Honours and Awards to the Department of Veterans' Affairs (DVA) for the Department's new Korean War Nominal Roll that was launched in July 2005. Memorial IT/website staff also liaised with DVA's IT staff on issues of making links between the DVA Roll, AWM's Roll of Honour, Honours and Awards database and also the Memorial's Collection Access System to provide a greater research value by giving users ability to access related records once an initial individual service record has been found. One example of this is that the IT links between DVA and AWM now enable automatically-guided access to Private Records collections that relate to service personnel featured in the Roll.

Go to the Roll's homepage: <<http://www.koreanroll.gov.au>> or the AWM's website <<http://www.awm.gov.au>>, choose Biographical databases >> Nominal Rolls >> Korean War. Seeking information on

individual awards for personnel will take you to AWM's official records of Honours and Awards.

There are plans to continue connections between the DVA and AWM on future projects.

Maps

'Mapping the Gallipoli Campaign' was launched on the Memorial's website in April 2005 to commemorate the ninetieth anniversary of the Gallipoli campaign. It includes a small selection of images of Gallipoli campaign maps, held in the Research Centre. You can find the link on the Memorial's home page <<http://www.awm.gov.au>> or from <<http://www.awm.gov.au/gmaps>>.

ReQuest: Archiving research

Depending on how deeply users want to research, much of their interaction with the Australian War Memorial's Research Centre can occur in a virtual environment. The digitisation and display of original records, photographs, books and maps on the Memorial's website is well underway. The majority of the Memorial's collections are searchable online. EAD guides, series notes and finding aids are also increasingly available on the website, enabling researchers to interrogate larger collections before arriving at the Research Centre.

The introduction of ReQuest to the Memorial's website has added an additional online service. ReQuest provides a medium for communication with reference staff when using the Memorial's website. Researchers have the option of submitting a question and tracking its progress through the website as well as updating the question or adding further information if the need arises.

The Research Centre needed a different solution to Ask Now! the 'real time' collaborative virtual information service currently being piloted by the state libraries and the National Library of Australia. Research Centre clients generally either require detailed historical, statistical and technical responses that take time to research, or have questions related to their military service or family history that follow a well trodden path. By choosing ReQuest we were seeking a means to capture the complex reference work as well as provide a knowledge base for clients to browse frequently asked questions.

The Information Services team at the Research Centre also needed a system to help us with workflows, management and storage of our research. This new web-based tool allows staff to not only manage and archive reference requests but also our replies. Queries that come into the Research Centre via letter, fax, phone or the web can be tracked through the one interface. The system is designed to accept all types of requests from complex reference queries to copying orders or suggestions and 'thank yous'. All reference queries can now be archived for future reference by staff. Staff can search for answers through a keyword search, making the answers readily accessible and reusable.

This system prevents the duplication of research work and also assists staff to manage incoming queries ensuring answers are provided on time. ReQuest uses an intelligent allocation of questions to staff, plus the ability to pass questions between staff so that they can collaborate more effectively as a team. ReQuest also efficiently compiles and processes statistics of its own operations.

ReQuest is a useful solution for an archive or library that needs to capture and share research among its staff. It has been trialled by the Research Centre for the past eight months and has been well received by staff and readers. You can access ReQuest via the Memorial's website at <<http://www.awm.gov.au/request>>.

BHP Billiton Archives

Correspondent: Lisa Darnell

2004 Overview

2004 marked the tenth anniversary of the BHP Billiton Archives Fisherman's Bend site, and also bore witness to a remarkably hectic year. The department's company-wide profile has been given a significant boost as a result of its pivotal involvement in the development of the company's Information Management Policy (IMP).

The aim of the IMP initiative is to advance a coherent, common and comprehensive Information Management Policy together with the supporting standards, guidelines and technologies that govern the creation, retention and deletion of information across BHP Billiton. This in turn will ensure the company is meeting regulatory and legal

expectations, as well as improving productivity through more efficient management of information.

As part of this initiative Documentum – incorporating a records management component – is being rolled out company-wide, in order to encourage uniform and comprehensive recordkeeping. Documentum is an enterprise content management provider, allowing for the production, exchange and storage of all types of content, which makes it easier for the company to manage its electronic documents across the company.

A series of database updates have been implemented in our BASIS web-based database.

An enhanced barcoding system has been rolled out that automates the retrieval process in ARC (Archival Collection Management System) and SSAMS (Secondary Storage and Accessions Management System), facilitating much faster processing of bulk retrievals.

A new model dedicated to Museum Objects is under development. This is to accommodate over six hundred photographs taken of the museum collection that will be loaded and searchable.

In response to customer feedback, two new Quick Search interfaces for both ARC and SSAMS were developed. These interfaces offer simplified search options for new and infrequent users of the databases.

In the past twelve months BHP Billiton Archives have taken on both custodial and intellectual responsibility for the records of some significant interstate agencies, as well as completing a number of site visits and training seminars across Australia. Amongst the sites visited were Head Office in Melbourne, the QNI Nickel Refinery in Yabulu (near Townsville) Queensland, the BHP Billiton Mitsubishi Alliance Peak Downs Coal Mine in central Queensland, Iron Ore Head Office in Perth, the Groote Eylandt Manganese Mine, the Technology Centre in Newcastle and Tasmanian Electro Metallurgical Company (Bell Bay, Tasmania). This represents the growing company-wide awareness of the need for effective and thorough records management practices and standards.

The recent acquisition of WMC (Western Mining) Resources Ltd by BHP Billiton has seen BHP Billiton Archives involved in assessment and

assimilation of WMC records, to ensure all appropriate material is absorbed into the BHP Billiton collection.

In addition, BHP Billiton Archives reached a milestone of five thousand enquiries!

City of Sydney Archives

Correspondent: Mark Stevens

This report covers the year ending 30 June 2005. The table below presents some output statistics for the year and comparisons with previous years.

Item	2003	2004	2005
Lending transactions to Council staff	13 229	14 089	16 353
Records accessioned or destroyed (metres)	858	1 032	1 654
Responses to written research enquiries	1 527	1 627	1 719
Research visits	1 089	1 142	1 264
Records in custody at end of the year (metres)	7 650	8 663	10 307
Total sessions served on archives webpages	186 548	106 696	106 623
Total page views on archives webpages	975 537	1 209 720	1 683 930

Jill Farish joined the Archives in early 2005, from the UCL graduate program, taking our total to 4.6 professional staff. This was partly because management recognised the significant increases in workload and customer demand that we have absorbed in recent years, and also a succession planning move, as the other 3.6 staff average over 16 years service at CoSA and some retirements are likely during the next few years.

Our volunteer group also increased, to around fifty members in May 2005. This has enabled us to start a transcription and digitisation project for Council's assessment books (local property tax lists) covering 1845-1950.

The project to integrate South Sydney Council records following the boundary changes continued through the year and was completed in September 2005. Close to 100 000 registered files and large quantities of other material including financial records and engineering plans were processed, mostly by contract records staff, since the project started in mid-2003.

Information technology continued to be a significant theme during the year. The archives control system moved from Tabularium to the BOS intellectual control module, which we obtained from State Records NSW. The organisation-wide TRIM rollout continued, and we began to apply the full disposal functionality of this EDRMS to Council records, including a requirement for indicative sentencing of records at time of creation. Final sentencing still takes place (normally) two years after a record is inactive.

The relationship between TRIM and BOS is about to assume more importance, as decisions are made about how Council record/item metadata is delivered to the world, and how metadata for older records (from the pre-computer era) is delivered to Council staff. A possible solution will be to copy TRIM data into BOS as records are archived and become available for public access, and to copy BOS data into TRIM for the key older series that Council staff commonly need to access. However, it may be that a single combined data store can be implemented to serve both TRIM and BOS.

Over the last few years as we have increased the amount of information available online some changes in the way users are approaching the archives have emerged. The number of sessions served by our webpages has tailed off while the number of page views has continued to increase, suggesting more intensive use of the website. More researchers are contacting us with precise citations for the records they need, and we are encouraging this trend. Soon we will be in a position to insist that all researchers approach us in this way.

Changes to the approval process for records disposal continued to challenge us. We did eventually persuade all managers except one to

sign off. Records for the holdout area will not be sentenced and their sentenced records will all be reactivated as they come up for disposal, until this can be resolved. The expert panel review was also enlightening. Surprisingly, members tended to push their own research interests, but some useful guidance did emerge. For example, the panel was strongly of the view that records of Lord Mayoral receptions and the annual Christmas decorations should all be permanently retained.

The City of Sydney Archives was one of the first to introduce fees for researchers, and for retrieval of records from storage. We charged commercial customers who were using the archives for business reasons (our largest single customer group apart from the Council itself), and also for retrieval of records from offsite storage. These charges have been bringing in about \$50 000 per annum for the last few years. The Council abolished them in April 2005, so we now only charge for making copies and for in-depth research in response to external enquiries (which we virtually never do nowadays).

National Archives of Australia

Correspondent: Mark Semmler

Australian Government Email Metadata Standard

In a significant development for the NAA, the Australian Government's Chief Information Officers' Committee (CIOC) has endorsed the Australian Government Email Metadata Standard. The Email Metadata Standard is a subset of the NAA's Recordkeeping Metadata Standard for Commonwealth Agencies, and specifies a core set of metadata tags for transmission with email. The NAA convened the CIOC's Information Interoperability Working Group sub-committee, which developed the standard.

Work is now being undertaken to implement the Email Metadata Standard in an efficient and coordinated way. The Australian Government Information Management Office (AGIMO) has engaged a consultant to assist in this process, which is focused on collaboration between a number of agencies to develop implementation guidelines, tools and reference sites.

The immediate priority is to pursue the standardised implementation of protective security markings for emails. While the NAA is

participating in this process, it is continuing to advocate the importance of extending implementation beyond the protective markings issue to address broader business and recordkeeping concerns. The standard is available via the websites of both AGIMO <<http://www.agimo.gov.au>> and the National Archives of Australia <<http://www.naa.gov.au>>.

Publications

Chinese–Australian Journeys: Records on Travel, Migration and Settlement, 1860–1975 by Dr Paul Jones, a new guide to records on Chinese in Australia, was launched in July 2005 at the biennial conference of the Chinese Studies Association of Australia held in Bendigo. The guide was also published on the National Archives' website with added links to the referenced items, now digitised, making the guide an interactive e-book.

The Life and Death of Harold Holt, a co-publication with Allen & Unwin, was released in August 2005. Launched by Treasurer the Hon. Peter Costello, MP, current member for Higgins, which was the seat first held by Harold Holt. It is the first comprehensive biography of Australia's 17th Prime Minister. The biography contains 36 images of Harold and Dame Zara Holt from the National Archives' collection and numerous citations of NAA's records, used extensively by Dr Frame in his research.

Russian Anzacs in Australian History, launched in April 2005, has been widely welcomed by readers. The ABC's correspondent in Russia, Emma Griffiths, has advised that the Australian Ambassador to Russia presented a copy to the Governor-General on his recent visit to the country.

Dr Pam Oliver, author of *Allies, Enemies and Trading Partners*, reports that this research guide has been made a core text book for a Monash University course on Australia-Japan relations. The students enrolled in the course have a compulsory archive project relying on digital items on RecordSearch and a required visit to the National Archives' Melbourne office for their own hard copy research essay.

Reference services

In 2004–05, the National Archives received over 144 000 reference inquiries, a 6% increase on the number received in 2003–04. Highlights of the year include:

- Continued growth in demand for digital copies of records. Requests for digital copies increased by 33%; one in three reference inquiries now results in a digital copy being made and loaded onto RecordSearch.
- 8% drop in requests for copies of service records. This decline is not unexpected; nearly 40% of WWI records are now available as digital images on the National Archives' website. It is anticipated that digital images of the remainder of the WWI collection will be available on RecordSearch progressively throughout 2005–06.
- Remote reference inquiry numbers remain steady with increases recorded in Canberra (excluding Defence Service Records), Melbourne, Sydney, Perth, Hobart and Darwin.
- Nearly 11% drop in visits to reading rooms nationally. Perth was the only office to record increased reading room visits in 2004–05. An initiative of the Western Australian Government to recognise individual migrants on a Migrant Wall at the WA Maritime Museum accounts for increased demand for access to passenger arrival records.

Australasian Digital Recordkeeping Initiative website

The National Archives has continued to assist other Australian archival institutions and to foster a uniform approach to digital preservation issues in Australia and New Zealand through its involvement in the Australasian Digital Recordkeeping Initiative (ADRI).

On behalf of the ADRI partners, the NAA has taken responsibility for the creation and maintenance of the ADRI website. The site will provide an authoritative resource on current Australasian initiatives to address digital recordkeeping issues. Initially the website will be used as a marketing and communication tool, supplying information about the aims and strategies of ADRI and providing a gateway to other research. However, as ADRI develops its own products, these documents will be published on the website. A 'members only' area will facilitate research and development by providing a forum for online collaboration, where ADRI members can discuss communal products and issues.

Documenting a Democracy website

The *Documenting a Democracy* website, originally launched in 2001, and commended by UNESCO as an outstanding example of using online technology to enhance public access to key national documents, has been upgraded and expanded.

In July 2005 a new design with enhanced functionality was published at <<http://www.foundingdocs.gov.au/>>. The revamped site includes significant new content. The ACT Territory Records Office has been working with the National Archives and an expert panel to develop the new section, which includes fourteen key constitutional documents establishing the ACT. The ACT Government plans to launch its section of the site towards the end of 2005.

The new site also includes digital copies of four previously unfound original documents. The assent originals of two Queensland documents were located by Dr Lenore Coltheart in The National Archives, United Kingdom. The Queensland Premier, the Hon. Peter Beattie MP, launched these new documents in June 2005.

1975 Cabinet papers release

The National Archives is researching the 1975 Cabinet papers and preparing a paper highlighting the events and issues of 1975 for their release on 1 January 2006. The paper, a brick of key Cabinet documents and contextual information about the 1975 Cabinets and records will be made available to accredited representatives of the media at an embargoed briefing in December at the NAA's Canberra office.

Digital preservation update

The National Archives continues progress on implementing its digital preservation approach. NAA has developed and is testing software that supports digital records through the three separate processing facilities – quarantine, preservation and storage.

The NAA is collaborating with a small number of Commonwealth agencies on the pilot treatment of sample digital records through the preservation process to eventual storage in a safe and secure repository.

State Library of South Australia

Correspondent: Mary Ryan

The redevelopment of the State Library of South Australia continues to win public acclaim. The South Australian branch of the Property Council of Australia awarded the Library the 2005 Rider Hunt Award for South Australia. The Property Council of Australia said the redevelopment had led to a sixty-six percent user increase. Chair of the judging panel, David Klingberg, said, 'The project has created an integrated information and communications technology centre that facilitates access to a vast collection of important public data. The design of the facility presents a coherent and exciting approach without diminishing the quality and integrity of the adjacent historic buildings'.

Recent additions to the State Library's archival collections include the papers of John Clifford Tolley (1922-2002), a member of the Tolley wine and spirits family. Reflecting his passion for collecting and documenting South Australian history, in particular the stories of the settlement of the south Coast region and River Murray shipping, the collection includes his research into various family lines, as well as business and estate documents relating to the family company AE & F Tolley Limited.

Also added to the collection were the scrapbooks of Ken Farmer. Australian Rules football player Ken Farmer was the most prolific goal kicker in the history of the game, kicking over 1419 majors over thirteen years with the North Adelaide Football Club.

Also of interest are the papers of Betty Westwood, who had a nursing career that included service in Brunei in World War II. She was later the matron of Geelong Grammar School in Victoria and St Peter's College in Adelaide. In her later life she became interested in environmental and conservation issues, both represented in her papers.

Among the many oral history projects completed are those for the Adelaide Kindergarten Training College interviews of earlier graduates:

'One Great Journey: the story of the Travellers' Aid Society in SA' made by Rob Linn, and his interview with Emeritus Professor Freda Briggs for the National Library of Australia Eminent Australians Interviewing Program.

State Records New South Wales

Correspondent: Adrienne Severi

Amendments to the State Records Act

Recent amendments to the *State Records Act 1998* came into operation on 15 July 2005. The amendments are the result of a statutory review of the Act conducted during 2003 and 2004, as reported in previous contributions to 'News Notes'.

The amendments include an explicit presumption that records more than thirty years old should be open to public access, a requirement that public offices give reasons when making 'closed to public access' directions, and a mechanism for ministerial review of access directions. The amendments also extend from six months to two years the limitation period on prosecutions for offences relating to unauthorised disposal of State records (so as to provide sufficient time for such offences to come to light and be prosecuted) and transfer the guidelines on normal administrative practice from the Act to the regulations (to enable them to be revised without amending the Act).

Exhibitions

State Records' new exhibition *Romance & Industry: images from the New South Wales railways* runs from 12 August 2005 until 25 February 2006. The exhibition celebrates 150 years of NSW Railways. It features luminous black and white photographs and stylish promotional materials held in the State archives collection that recall travel and work on the NSW railways from the 1930s to the sixties.

Government Recordkeeping Manual

Components added to the Government Recordkeeping Manual include guidance on outsourcing records storage, information rights management and building better records management skills. The

Manual is available on State Records' website at <<http://www.records.nsw.gov.au>>.

Estrays and acquisitions

A watercolour drawing of the proposed Sydney Harbour Bridge from Dawes Point to Milsons Point by JJC Bradfield, dated 1912, was purchased with funding provided by the Roads and Traffic Authority. The drawing is one of a number of alternative visions for the bridge very different from the familiar 'coat hanger' design.

Other significant acquisitions include the return to official custody of a collection of case papers (1901–04) for patients admitted to the Liverpool Asylum for the Infirm and Destitute, and a transcript of evidence for the Bankstown Municipal Election Inquiry (1911–12).

Guides and online resources

A new online index has been added to State Records' range of online resources: the Index to Deceased Estate Files presently covers 1887 to 1904, with c. 27 000 entries and new entries being progressively added.

Copies from entries from the gaol photograph description books, c. 1870–1930, can now be ordered through the NSW Government Bookshop at <<http://www.bookshop.nsw.gov.au/>>. The gaols which are available so far are Albury, Armidale, Bathurst, Berrima, Biloela, Broken Hill, Dubbo and part of Darlinghurst, with c. 20 000 entries now available. They are becoming progressively available as the entries are indexed.

A database of Aboriginal people in early colonial court case records is now available on State Records' website. The database covers both people charged with crimes against named Aboriginal people and Aboriginal people charged with crimes, between 1788 and 1838. It was prepared in 1988–89 by Victoria Gollan as a research and writing aid for a PhD thesis on Aboriginal people and the law. She did not complete the thesis before she died in 1996. Her family has made the database available for other researchers.

'New Archives in Brief' leaflets cover records of conditional purchase of Crown land, Dutch migration and settlement, how to apply for an access direction under Section 54 of the State Records Act, and ministerial review of access directions.

University of Melbourne Archives

Correspondent: Sue Fairbanks

Since mid-2004, the University of Melbourne Archives has been aware that the restructuring of our administrative home, the Information Division, was coming our way. In 2004, the University appointed Ms Linda O'Brien as Vice-Principal (Information) and charged her with the task of redesigning the Information Division to support world-class teaching, learning and research through leadership, innovation and quality in information and education services, systems and technologies.

One upshot of this process is that the Archives is now situated within the Cultural Collections Group of the Division's Information Management Program. We are still managed by Michael Piggott as University Archivist and Manager, Cultural Collections.

The Cultural Collections Group consists of the Archives, the Grainger Museum, Special Collections (Australiana, Prints and Rare Books), as well as the newly formed Partnerships and Projects Team. The latter team has the responsibility of offering assistance on good collection management, exhibitions and projects across the many important University museums, galleries and teaching collections that are not within the Information Division. Smaller collections are often only marginally supported and curated by faculties and departments, but are nevertheless of significant cultural, research and financial value. Hopefully, this situation can be improved with the assistance of the Cultural Collections Group in the future.

The outreach and advisory role of the Partnerships and Projects Team has already paid dividends for the Archives. The team has brought us into partnership with the School of Dentistry and the Dental Museum and obtained funds for a project archivist to arrange and describe the records of several organisations which have been instrumental in educating dentists in Victoria since the late nineteenth century.

While the full implications of our restructure within the Cultural Collections Group have yet to become clear, we have kept working away on a broad front at reference, acquisition, outreach, and arrangement and description. In particular this year we have formed an outreach team devoted to working with academics to integrate archival research into their curriculum planning. This has resulted in several talks given

to classes, and the realisation that in a busy academic environment we must be active in suggesting collections and topics for research if we hope to attract greater undergraduate use.

Other outreach activities have involved planning or advising on exhibitions. Three in particular have involved long-term commitments. Advice has been given on an Engineering Foundation Exhibition due for installation at the end of 2005; planing for an exhibition of John Ellis photographs for the Noel Counihan Gallery in Brunswick in April 2006 is in train; and our participation in planning an exhibition in the Ian Potter Museum of Art celebrating the 150th anniversary of the eight hour day in 2006 is expected to commence soon.

With the proposed appointment of an Exhibitions Officer within our Cultural Collections Group to work with collections across the University, this type of outreach is going to become an increasingly enjoyable feature of our work.

Information on the scope of cultural collections held by the University of Melbourne can be found at:

<<http://www.unimelb.edu.au/community/museums.html>>;

<<http://www.unimelb.edu.au/community/libraries.html>>; and

<<http://www.unimelb.edu.au/community/collections.html>>.

Wesley College Archive, South Perth

Correspondent: Barbara van Bronswijk

Wesley College, South Perth, was established in 1923 on land purchased because of its elevated position and health-giving breezes off the Swan River. Despite steady growth from an original enrolment of 38 boys to more than 1200 students in 2005 it has continued to occupy the original, though substantially enlarged, site.

In 2004 the College Council approved the idea of a Heritage Walk around the campus, with the intention of focusing on the development and history of the built environment while simultaneously recognising the contribution of the twenty or so people after whom the various buildings and facilities have been named. The practice of naming buildings and facilities after exceptional members of the school community began in

1950 when the Council agreed to name the two existing ovals after the first two headmasters, under whose guidance the school had been established and developed. Twenty-three buildings and facilities have been named to date.

In 2005 it was decided that each named facility should bear a plaque detailing the contribution of the person after whom it was named, thus making the names more meaningful to visitors and members of the school community alike. This required a significant degree of research into personnel and general files and the cooperation of individuals and families. At the same time a design was developed for durable enamelled oval plaques, fired in the school colours. The design incorporates several lines of text, outlining the contribution of the person to the College, surmounted by the school crest and the name of the facility. The plaques were fixed in place in July 2005. The information they contain complements and extends that otherwise available from foundation stones and plaques commemorating the opening of buildings.

Stage two of the project is underway with the development of a walk-through guide featuring a plan, background text and illustrations. The walk is organised logically and is divided into three precincts, thus affording the user the choice of viewing all or just part of the walk at any time. The guide will be available later in the year, initially as a publication, but it is expected to also feature on the college website. The guide will, in turn, have the capacity to become the basis for classroom activities. Any enquiries about the project may be addressed to the College archivist, Barbara van Bronswijk.