

Australian Society of Archivists Inc

Reference, Access and Public Programs

Special Interest Group

Newsletter

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Welcome

The response to the new SIG has been terrific and the number attending the inaugural meeting in Sydney far exceeded our expectations. To assist the new Committee in planning for the year ahead, I have distributed a brief electronic survey that members have been returning. I will be collating responses over the next few weeks and reporting back in the next newsletter. Once again thanks for your support and interest in the SIG.

Shauna Hicks, Convenor

SIG Rules (Approved by ASA Council 2002)

1. The Reference, Access and Public Programs Special Interest Group (hereafter referred to as 'the Group') is formed in accordance with the Australian Society of Archivists' (the Society) Rules and By-Laws and with the authority of the Council of the Society.
 2. The Group shall consist of such members of the Society, or representatives of institutional members of the Society, who elect to join and pay such membership subscription as the Society may levy. Members of the Group shall have equal voting rights at all meetings of the Group.
 3. Regardless of membership the meetings of the Group shall in general be open to all interested persons. Such visitors will have no voting rights.
 4. The object of the Group shall be to further the objectives of the Society. The Group will aim
 - to increase the professionalism and understanding of accessibility, reference and outreach issues among members of the SIG,
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- to provide speakers and workshops to further that aim,
- to raise the profile of accessibility, reference and outreach activities within the Society, the archival profession and the community,
- to provide members with professional support,
- to encourage new membership and
- to provide any other activities to the Group and other bodies as shall further these aims.

The scope of the new SIG includes the following archival activities:

Public and researcher access to archives

Issues related to the accessibility of publicly available records

Reference services and standards

Reading room facilities

Access to archives for people with disabilities

Preservation and security issues associated with public use of archives

Finding aids and collection databases

Published guides and related publications

Co-Publication

Publication of newsletters and other promotional activities

Exhibitions, displays and related programs

Events including talks and tours

Education programs

Use of websites to enhance accessibility to archives collections

Digitisation for access

Copyright

Information privacy issues

Marketing

Sponsorship of scholarship and research

Training and professional development issues relating to the above activities.

5. The Group shall act in its own name and may not act or speak on behalf of the Society without the consent of the President of the Society nor may any act or utterance of the Group bind or be deemed to bind the Society.
6. The administration of the Group shall be vested in a committee which:
 - (a) shall consist of a Convenor, and at least two other committee members who may hold such offices as deemed appropriate (at least one member of the Committee must be a professional member of the Society)
 - (b) shall be elected at the Annual General Meeting of the Group
 - (c) shall have the power to co-opt such additional members as it sees fit
 - (d) shall meet in such a manner as it sees fit
 - (e) shall present to each Annual General Meeting of the Group reports on the Group's activities since the previous Annual General Meeting
 - (f) shall use the bank accounts of the ASA (through the ASA Treasurer) if and when the need to manage funds occurs
 - (g) shall keep the Group's members informed of relevant activities and issues
 - (h) shall submit a report of the Group's activities to the Annual General Meeting of the Society.
7. A quorum at a General Meeting of the Group shall consist of 5 SIG members. Motions at a General Meeting shall be passed if a simple majority of Group members, personally present, vote in favour.
8. The Group shall adopt the Society's financial year, and shall, within two months after the end of the financial year transmit to the Society's Treasurer a statement of income and expenditure for that year together with any balance sheets or reconciliation statements as shall be required.
9. The Group shall hold an Annual General Meeting, and shall hold such activities as it sees fit, consistent with the aims of the Group and the Society. The Group shall forward to the Secretary of the Society a copy of the minutes of each Annual General Meeting within two months of the meeting.
10. Upon winding up of the Group (whether voluntarily or at the direction of the Council of the Society), all assets and records of the group shall be vested in the Society which shall then be responsible for discharging any outstanding liabilities.
11. These rules may be amended by a majority vote of the members, written notice of such proposed amendment having been given in the notice of the meeting, or by a majority of the members of the Group voting in a postal ballot.

The Reference, Access & Public Programs Special Interest Group committee is:

Shauna Hicks (Convenor)	shaunah@naa.gov.au	(02) 6212 3606
Martyn Killion (Secretary)	execofficer@records.nsw.gov.au	(02) 8276 5649
Christine Yeats (Newsletter Editor)	accman@records.nsw.gov.au	(02) 8276 5617
Jen Ford	jenf@naa.gov.au	(08) 9470 7530
Julia Mant	archives@tranby.com.au	(02) 9660 3444

Statistical analysis of the membership as at 12 September 2002

Geographical background		Workplace background		
Australia				
ACT	35	National Archives	37	<i>(26 ACT, 2 TAS, 3 WA, 2 VIC, 2 SA 1 NSW, 1 NZ)</i>
NSW	19	State Archives	23	
VIC	10	Museums	7	<i>(P'house, Perth Mint, 3 AWM, S'sound, Aust Museum)</i>
WA	7	University Archives	5	
SA	7	Consultants	4	<i>(Unimelb, ANU, NBAC, USyd)</i>
TAS	3	National/State Libraries	2	<i>(QLD, ACT, NSW, USA)</i>
QLD	2	Government Departments	2	<i>(Battye, WA; NZ)</i>
NT	1	School Archives	2	<i>(SA - BDM & Parl't House)</i>
Overseas		Prime Ministerial Libraries	2	<i>(WA, NSW)</i>
NZ	2	Small Archives	1	<i>(Hawke, Curtin)</i>
USA	1	Local Government	1	<i>(ACT)</i>
		Hospital Archives		<i>(Port Phillip)</i>
				<i>(VIC)</i>
Total	87	Total	87	

News from SIG members

This is your chance to tell us about your recent activities or initiatives.

News from the Queensland State Archives

The Public Access staff and their work were rewarded recently when results of a survey revealed that clients gave us high ratings for the services offered by the Unit. The Client Satisfaction Survey was conducted in June 2002 to assess satisfaction levels with Queensland State Archives' various services.

In addition to providing normal day-to-day services, Public Access staff have been busy preparing publications, mounting displays, conducting seminars and assisting regional Queenslanders with a range of out-reach programmes. A number of new titles have been added to the "Signposts" series including *Brisbane, Burketown, Chillagoe, Hughenden, Innisfail, Mount Morgan, Papua New Guinea* and *Normanton*. Two departmental guides for the records of *Works Department* and *Lands and Works Department* have been completed. Three new titles in the "Pathways Series" are hot off the press. These are *Native Police and Black Trackers, Scholarships and Examinations* and *South Sea Islanders*.

Current publication projects are guides to *Local Authorities, Ethnicity in Records, Police and Hotels and Liquor Licensing. The Guide to Prison Records* which was initially prepared by Shauna Hicks is being updated, along with the *Guide to Pre-separation Records*, and the *Guide to the records of the Crown Lands Office and the Crown Lands Commissioners*.

The next exhibition at QSA, which is a tribute to the Outback and its people, is titled *The Outback Discovered*. The Honourable Paul Lucas MP, the Minister for Innovation and Information Economy, officially opened the exhibition on 10 October 2002. Some of the images will be put on our website and promotional panels have been prepared for distribution to regional libraries.

The recent field trip organised jointly by Queensland State Archives, the National Archives (Brisbane Office) and the John Oxley Library to Cairns and Malanda was appreciated by the participants. According to Nola Fulwood, the Manager of Public Access at QSA, it was one of the most successful field trips undertaken so far.

In relation to QSA's archival management control system, funds have been set aside for the redevelopment of *Archives One* and the online version *Archivessearch*. Planning for the project is underway.

A delegation of eight people from the State Archives Department of Vietnam will be visiting QSA on 25 October. As part of the Archives of Vietnam's building expansion program, the delegation will gather information on the construction of archival facilities and preservation and conservation techniques.

Thanks to Shiranthi Siyambalapitiya for providing this update.

News from the National Archives

1. *Changing addresses.*

The National Archives office in Hobart has moved from its Rosny location into Hobart city.

The new contact details are as follows:

85 Macquarie Street
Hobart TAS 7000

GPO Box 309
Hobart TAS 7001

Tel: (03) 6230 6111

The installation of a new telephone system in our Darwin office has caused a change in telephone contact numbers. From now on contact the Darwin office using Tel: (08) 8985 0300 or Fax: (08) 8995 0399.

2. *Professional Development for Access and Information Services staff.*

For several years the National Archives has run an annual 2-day professional development program for all staff involved in delivery of the public reference service. This year's program — the fifth that has been run — focussed on broadening staff knowledge and understanding of the portion of the collection relating to immigration. Immigration scholar and published author Ann-Mari Jordans was engaged to present a series of five 2-day presentations titled *Immigration to Australia in the Twentieth Century*.

The five presentations, which involved staff from all offices of the Archives, were held in Canberra (3), Sydney and Melbourne (1 each). We were pleased to have representatives from State Records (NSW) and the Public Records Office of Victoria participating in the Sydney and Melbourne presentations. We are especially grateful to State Records (NSW) for allowing us the use of their conference facilities for the Sydney presentation.

3. *Frederick Watson Fellowship 2002.*

The Archives Frederick Watson Fellow for 2002 is Mr Garry Woodward, a research fellow in the Department of Politics, University of Melbourne. He is a widely published historian and has a number of current research interests relating to the development of Australia's foreign policy. His fellowship research will involve a number of aspects of our foreign policy up to 1975. He will commence his fellowship in October and will be working in the Archives Canberra Office. Mr Woodward is the third appointment under the Frederick Watson Fellowship scheme.

4. *Memorandum of Understanding with South Australian indigenous people.*

On 11 September the Acting Director-General, Ann-Marie Schwirtlich was in Adelaide to sign a Memorandum of Understanding to provide for improved access to records held by the National Archives by South Australian Indigenous people. This was one of four MoUs signed during a ceremony held in Adelaide — the others were concluded with State Records (SA), the State Library of SA and the SA Registry of Births, Deaths and Marriages.

The National Archives has previously concluded memoranda of understanding relating to records including information indigenous peoples of the Northern Territory and Victoria.

5. *'Beacons by the Sea' exhibition.*

Work is underway for the installation of the National Archives newest exhibition — *Beacons by the Sea: Stories of Australian Lighthouses* — which will be on display in the national building from 19 October until 26 January 2002. Researched and developed by the National Archives the exhibition will feature many records and stories from the Archives large collection on Australian lighthouses. A schools education program based on the lighthouses theme is being developed in conjunction with the exhibition.

Thanks to Denis Connor for providing this update.



Next Issue

The next issue of the Newsletter is intended to be published in February 2003. If you would like to contribute to the next issue or if you have a suggestion regarding items to be included in the RAPP SIG newsletter, please contact the Newsletter Editor.