THE SOURCE

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uy it (even if you don't read the review)

uess that during our careers most of us will ve written some kind of report — some of have made a career of it — or perhaps pre- red a press release. Or produced a brochure leaflet. Or taken minutes. Nick Moore and rtin Hesp's *The basics of writing reports etc* :, published last year by Bingley, aims to ke the task of writing documents such as ese less painful, if not painless. It is full of nsible advice: on planning, on presentation, style and other practicalities. How not to use word processing. How to present statis- al information. How not to bore a busy urnalist. What to do with acronyms, and at not to do with double negatives.

Nick Moore and Martin Hesp's *The basics of iting reports etc, etc* was published by Bin- y last year and costs $8.75. (ISBN 0 85157 6 X)

egal short-cuts

lin Fong and Suzanna Chiang have pro- ced a second edition of the very useful *Aus- lian legal periodicals and loose-leaf rvices abbreviations*. This now runs to 38 ges, and for each entry includes not only the breviation and its meaning but also the tes of publication of the item in question — good way of distinguishing between titles th idential citations (yes, it does happen, en in well-regulated circles).

Colin Fong and Suzanna Chiang's *Austra- in legal periodicals and loose-leaf services breviations*, second edition, was published earlier this year by the Australian Law Librar- ians' Group, PO Box 78, St Paul's, NSW 2031. It costs $9.00. (ISBN 0 9591359 2 8)

Pale, but healthy

Bryan Gandevia's *Annotated bibliography of the history of medicine in Australia*, pub- lished in 1955, has long been acknowledged to be an outstanding work. In 1984 a second edi- tion of Gandevia's work, prepared in partner- ship with Alison Holster and Sheila Simpson, was published by the Royal Australasian Col- lege of Physicians.

Its 2760 entries bring the literature of Aus- tralian medical history up to mid-1983, but also extend into areas previously untouched by its predecessor, such as demography, sex, mar- riage, sanitation and water supply. This is a splendid compilation, with excellent indexes. It is printed terribly faintly, however, with un- comfortably small typefaces (sans serif, too). Perhaps the Royal Australian College of Ophthalmologists can be persuaded to bring out a large-print edition.

Brian Gandevia, Alison Holster and Sheila Simpson's otherwise excellent *An annotated bibliography of the history of medicine and health in Australia* was published in 1984 by the Royal Australasian College of Physicians, 145 Macquarie Street, Sydney, NSW 2000. It costs $38.50. (ISBN 0 909783 14 4; ISBN 0 909783 15 2 [limited edition])

Automation: basic . . .

A 117-page dictionary of computing terms and acronyms may seem like a tall order, unless it focuses upon a fairly specific application or is pretty general. Richard Hipgrave's *Comput- ing terms and acronyms: a dictionary* pre- sents a selection of terms which the beginning librarian (or the librarian beginning with com- puters) is likely to encounter. The work began as a 'quick reference' book for students, with 'simple definitions' covering 'the whole range of contemporary computer-based library activities'.

Richard Hipgrave's *Computing terms and acronyms* was published last year by the Lib- rary Association and costs £7.95. (ISBN 0 85365 696 7)

intermediate . . .

The next work was written specifically for those who may have greatness thrust upon them — specifically for the librarian 'untrained in systems development, or per- haps even unfamiliar with computers' who becomes responsible for implementing an au- tomated library system.

John Corbin's *Managing the library auto- mation project* is a step-by-step description of such a project, from an exposition of the basic concepts of automated library systems to detailed installation guidance. Corbin gets to grips with how to organise the project, whom to involve in the planning process (Australian users will need to note local industrial re- quirements), system procurement, site prepa- ration, training, installation, operation and recurrent evaluation, in a very readable fash- ion. There are useful appendixes, including a checklist of a sample project, a modest glos- sary and a far-from-daunting bibliography.

John Corbin's *Managing the library auto- mation project* was published last year by Oryx Press and costs US$35.00 Review copy supplied by Bennetts. (ISBN 0 89774 151 X)
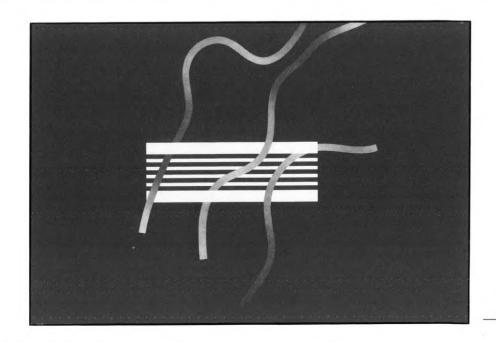
advanced . . .

In *From tape to product*, editors Barry B. Baker and Lynne D. Lysiak present the papers given at a 1982 conference of the Resources and Technical Services Section of the South- eastern Library Association. The conference addressed practical aspects of the use of OCLC-MARC tapes, including tape uses and format, tape processing at SOLINET and else- where, COM catalogue problems and database maintenance.

From tape to product edited by Barry B. Baker and Lynne D. Lysiak, was published last year by Pierian Press. It costs US$29.50. (ISBN 0 87650 191 9)

Obsessive bibliography

The compiler of *The holocaust: an annotated bibliography* admits to an obsession with his subject. He has written extensively on the subject, and now the second edition of his bibliography is with us. This 200-page work, published last year by the American Library Association, provides a definitive introduc- tion to the extensive literature of the camps, the memoirs of victims, ghetto and regional histories, international reactions and other as- pects of this distressing chapter of world history.

The holocaust, second edition, by Harry James Cargas, was published by the ALA last year and costs US$27.50. My review copy was supplied by Bennets. (ISBN 0 8389 0433 5)