



**Australian Institute
of Criminology**

FIFTH SEMINAR FOR LIBRARIANS IN THE CRIMINAL JUSTICE SYSTEM

Edited by Judith Itlis

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SEMINAR FOR LIBRARIANS
IN THE
CRIMINAL JUSTICE SYSTEM

Proceedings of the Fifth Seminar for Librarians in the
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EDITED BY
Judith Iltis

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INTRODUCTION AND WELCOME

Since the establishment of the Australian Institute of Criminology in 1971, the J.V. Barry Memorial Library and the Training Division of the Institute have held five seminars for librarians in the criminal justice system.

The first two seminars, in 1977 and 1979, were organised by the Library staff and held in the Institute's Training Division. In 1981, the third seminar was organised by the J.V. Barry Memorial Library and held at the University of New South Wales as a result of a suggestion by Rob Brian, Law Librarian at the University.

After some delay because of depleted resources with the J.V. Barry Memorial Library, the 4th Seminar was held in 1984 and the 5th Seminar, planned by former Librarian Nikki Riszko, convened by Gael Parr, and chaired by Acting Librarian John Myrtle, was held in 1986, both at the Training Division of the Australian Institute of Criminology.

Proceedings of the 1st, 3rd and 5th Seminars, and a Report of the 4th Seminar, are available from

Publications Section
Australian Institute of Criminology
PO Box 28
Woden ACT 2606

WELCOME BY DENNIS CHALLINGER

The following is a summary of the opening remarks
by Dennis Challinger, Assistant Director
(Information and Training)

Mr Challinger, in welcoming the participants to the 5th Seminar, explained the absence of the Director, Professor Richard Harding, whose apologies he tendered. Although Professor Harding very much regretted not being at the seminar, his presence in the Northern Territory really was important. As a consequence of some recent amendments to the Criminology Research Act, which clarified and broadened the activities of the Institute leading, we hope, to a higher international profile, the Northern Territory may shortly take its place with the Australian states, contributing expertise to its board of management and money to the Criminology Research Fund.

The Deputy Director, David Biles, was also obliged to be away, in Sydney at a meeting concerned with labour by prisoners, and he, too, tendered his apologies. This topic led to some observations on prison libraries, and Mr Challinger related the following anecdote:

I recall one personal experience which occurred when I worked for what was then the Victorian Social Welfare Department in Melbourne. At a time when the Lending Library of the State Library of Victoria was closing down its services, the Travelling Library was being disposed of. Now the Travelling Library was composed of these great wooden boxes which were probably about the size of this rostrum, filled with books, and with big padlocks on the front, which were transported from country town to country town. The Department intervened, saying these would be very useful for prisoners - an example, perhaps, of the wonderful way decisions are made about prison libraries. Because it was found that the weight of these boxes was beyond the physical capabilities of public servants, a collection of sturdy lads from the local youth training centre was taken to the State Library in a truck. There they lugged these heavy boxes, with much hilarity I may add, down the marble steps of the State Library, packed them all into this truck, which drove off down LaTrobe Street and was never seen again.

Mr Challenger then drew attention to resolutions from the last two seminars of criminal justice librarians which urged that the database CINCH be made publicly available by being mounted on AUSINET or by some similar vendor. This of course has now happened, and he described the current situation, with some 12,000 items available, and with certain improvements such as the lowering of the charge for off-line prints and the speed of updating, likely in the near future.

Finally he drew attention to recent changes in the Australian Institute of Criminology which enhances its role as pedlar of information and compiler of statistics within the criminal justice community. The establishment of the Information and Training Division brings together the organisation of seminars and conferences, the production of publications and the library. He urged his listeners therefore to seek the assistance and resources of the Institute whenever they had the need, but in particular with respect to statistical information. Following discussions at the previous seminar, Debbie Neuhaus from the Australian Bureau of Statistics has prepared the very useful Current sources of Australian criminal justice statistics : a reference report, available from the Institute, and the subject of a paper at this Seminar.

APPROPRIATE COMPUTER TECHNOLOGY
FOR THE SMALL LIBRARY

Glenn Sanders, Director
Sanders Information Management Services
Newport, NSW

INTRODUCTION

I would like to state from the beginning that I am not a programmer. I have no computing qualifications, but I do have lots of experience as a user of computers, small and large. I will try to pass some of that on to you, in terms that everyone can understand.

One point I must make clear from the outset: there are no easy answers. You will not get me to say which system you should use in your library, not without talking to you very hard for at least fifteen minutes. There are too many variables, both in systems and in libraries, for anyone to be able to say, without detailed examination of the particular case, that one type or size of computer system is the way to go.

At various stages I will be mentioning particular systems by name. Please do not assume that what I say necessarily applies to your situation. On analysis of your unique requirements, I may turn out to be quite wrong. For example, although ABN may be more useful to academic and research libraries than to special libraries, there are specials in ABN, just as there are research libraries which have not joined. There are many similar exceptions for all the situations, systems and libraries which I will mention.

My approach to all automation, regardless of size of library, is management oriented. In other words, you must

- know your objectives
- measure the gap between current performance and those objectives
- look for a suitable solution, to enable you to bridge the gap
- keep a broad view, otherwise you end up with bits and pieces of problems everywhere, and nowhere to go.

DEFINITIONS

We need to consider just what we mean by "small"; after all, relative to the National Library, everything else is small!

We could use various standard measures for this, such as number of books, number of staff, number of users, and so on, but the most useful measure for our purposes is the number of workstations. How many terminals do you need to run your library?

I am going to define a small library as having, or needing, between one and four workstations. This will usually translate into between one and twelve staff.

Following on, we need to further define the word "library", because several types of library fall within our definition of "small". I am talking specifically about special libraries, meaning a primary need for information retrieval rather than circulation control. Other small libraries, such as those in schools, TAFE colleges, some CAE's and some local government, are small, but have very different needs.

This will change, incidentally, but slowly, especially as online public access catalogues (OPACs) become better understood and more common. At the moment, most OPAC systems are simply cut-down versions of an enquiry module, written to suit users with a reading age of five or six. This is simply not good enough, but the problem is that we know very little about how people use online catalogues. Much more work is needed.

The final definition needed is of "appropriate computer technology". There are many possibilities here, including "appropriate means anything you can get your hands on". There are three basic options:

1. Use a microcomputer (a very small computer), or several micros, possibly linked with cables in a local area network, or LAN.
2. Use a supermicro (a micro with pretensions), or small minicomputer (a medium sized computer), with several terminals.
3. Use terminals connected to the mainframe (big computer) or large minicomputer of the parent organisation, or even a bureau such as Idaps, CLANN, ACI or Technilib.

All three methods are in use now, in small libraries around Australia.

I will discuss in a moment what you can do with these different hardware configurations.

SOFTWARE

There are two main types of software available to libraries, information retrieval packages, and library management packages.

Examples of the first group include Stairs (used for Ausinet), Status (used for Clirs), Inmagic, Minisis, Cairis and generic data base systems such as dBase III, Paradox, Rbase 5000 and Knowledgeman.

Examples of the second group include Urica, VTLS, Libs 100, Ocelot, Datalibrary, Dobis, Micmarc and others (there are about 15 on the market, and more are emerging each day).

The information retrieval packages on the whole were not developed specifically for library applications. They are very good at retrieval and not much else. Some are being extended to include library management functions such as ordering and circulation, but compared with the likes of Urica are fairly weak. This is especially so where intensive file updating is required, for example in circulation control.

Don't forget, when you are looking at retrieval packages, that there are significant differences between the mainframe and micro versions.

The library management packages fall into three general groups:

1. Circulation systems which have been later extended, eg Dataphase, Libs 100, Book and Lothlorien. They are not built around a data base management system, and thus lack the flexibility of their more sophisticated competitors.
2. Older systems designed around a data base approach, fully functional but generally lacking the flexibility of the newest systems, particularly in areas such as tailoring of screens by the user, and extracting data for on-off reports. Two such systems are Dobis and VTLS.
3. The newest systems, such as Adlib, Dynix, Datalibrary, Libman and Urica, which have a data base management system, screen building facilities, report generators and so on. Some are less flexible than others.

Some of these systems now have sophisticated retrieval facilities, while lacking the sheer brute strength of the mainframe retrieval packages. They are also much easier to use.

WHAT CAN WE DO WITH A MICRO?

Let's start out with some rules and regulations. By "micro" I mean a personal computer (PC) with a hard disk - you simply cannot think of doing much without a hard disk.

The machines I mean include the IBM PC XT or AT, and clones: Kaypro, Compaq, Olivetti, Hewlett-Packard, Zenith and so on. I have nothing against buying clones, as long as they have a reputable and reliable name, and a good dealer. The prices range from \$2,500 to \$6,000 for the XTs, and up to \$12,000 for the ATs. All my price figures include sales tax.

I have not mentioned Apple, for the good reason that there are no systems that run on that brand, other than Lothlorien, which is really only usable in schools, and then only for circulation control. I expect systems to emerge for the Macintosh in due course.

For a single user system, software costs range from \$2,000 to \$7,000. You need to be careful to compare like with like when evaluating, otherwise you can get badly caught. For example, you really need the more expensive Microcairs B, to compare with the facilities in Inmagic, especially in report generation. However, Inmagic uses more disk space than Microcairs, especially for smaller files. On the other hand, Computer Power, which sells Status, is a very much larger company than either Systematics (Microcairs) or Trimagic (Inmagic).

It is not easy, is it? What exactly do you mean by "cost"? Evaluation has to take into account many things, and purchase cost is not the most important, not by a long way.

Retrieval packages include PC-Status, Microcairs and Inmagic. Library management packages include Micmarc, Ocelot and dozens of others that are springing up in the US every year.

You can also use packages such as dBase III and its competitors. These are really more suited for numeric data rather than textual, and take a lot of setting up, but it can be done.

The information retrieval packages feature very powerful searching, with Boolean operators, nested brackets, positional operators and so on. Usually you can store a search for later re-use. You can define your own data base, set up your own screens, and nominate which fields you want indexed. You can set up your own reports. Note that in this context, "you can" generally means "you must": the suppliers will do it for you but it costs extra.

Remember that all these packages can be used for non-library purposes such as records management.

The main drawback of such systems is that they are very weak in library management functions such as circulation control. In most cases, cataloguing data entry can be done directly into the system, but this is slow and tedious, so the suppliers all recommend using a word processor to create a file of data for batch input.

The library management packages good at the things they are designed to do: acquisitions, cataloguing and circulation control. Their enquiry functions are usually limited: it is rare to find Boolean searching, and when present, you can usually only have up to three terms in your search, and there are no brackets or stored searches.

Though their overall functionality is higher than the retrieval packages, they are usually much less flexible. This means they can be faster and easier to get going, but you must adapt your requirements more. Non-library functions must be jammed in as best they can, which makes life harder if you are trying to convert your special library into an information centre by taking over the files registry.

In general, all micro systems have several major drawbacks.

Firstly, they are slow. It is not unusual to find delays of ten or more seconds while a large file is searched, or a new program loaded. Sorting a file of 1,000 records with two sort keys can take ten minutes. This means little in many situations, but if the user is standing there waiting for an answer, it can present real problems.

Secondly, the software packages rarely have full authority control or thesaurus facilities. If it is available, it does not come cheap. I should mention Micmarc as the exception here, it has a visually delightful way of presenting relationships between terms. I remain to be convinced that it could work in a really complex thesaurus with hundreds of non-preferred and related terms under one preferred term.

Thirdly, and most seriously from the workflows and procedures angle, all micro systems are single user. You cannot have one person cataloguing while someone else does enquiries. Most published articles on micro systems for libraries are unclear or confused on this, and the only solution is to make the salesperson show you what they mean if they claim anything other than single user abilities.

If you need more than one terminal, or in micro terms, more than one microcomputer, you could always get another, and use it with a copy of the data base from the first machine. You will have to take care that the data bases do not get out of step, so I suggest you use one for enquiries and other functions which do not amend the files, and limit all data creation and modification transactions to the "master" micro.

Of course, you will have to buy additional copies of the operating system and the applications software, or breach either the copyright laws or your original purchase contract.

If you follow the micro world at all, you have probably heard about LANs, or Local Area Networks. These are hardware and software combinations that are supposed to let several micros share a hard disk, printer and common data files. However, though this may sound very attractive, I think it would be wise to be cautious for another year or so. The technology is still very new, standards have not yet settled down, and many installed LANs simply do not work.

The costs can be quite substantial. Some systems cost around \$2,000 per workstation for the hardware alone, and software can cost from two to ten times the single user price for the same package. It can work out cheaper per workstation to get a supermicro or minicomputer instead.

Not all micro software can be used in a LAN. If a package is not designed for a LAN, it either will not run at all, or there will be nothing to prevent two users amending the same record at the same time, and creating a real mess.

The solution is called "locking", which means the system is programmed to lock a file or record if one user is already working on it. File locking is practically useless in a library situation, so you have to insist on seeing record locking working before you buy.

My choice of words is quite deliberate. Whenever you buy any computer system, NEVER ask the salesman "Will it do such and such?". The answer will always be "Yes", often followed by a quick change of subject. You should always phrase your questions "Show me how to do ...". If the salesman cannot show you, assume it cannot be done, regardless of what he might say.

WHAT CAN WE DO WITH A SUPERMICRO OR SMALL MINI?

This is where the terminology gets a bit confusing. Supermicros are small computers to which you can attach up to about ten terminals. The confusion arises because the traditional suppliers like Wang, DEC and IBM do not sell supermicros, but they do sell desktop minicomputers. It is only the upstarts like Wicat which sell supermicros. Also, the same computer can sometimes be both super and micro. An IBM PC AT with the PC-DOS operating system is a single user micro, but the same machine with Xenix or Pick as an operating system can support three or four terminals.

Hardware costs start at around \$10 or \$12,000. By the time you add a couple of terminals, operating system software and library software, together with a large hard disk, you will get very little change out of \$30,000, but this can be cheaper than using a LAN to link stand-alone micros.

At this level of operation, some of the library packages, such as Ocelot, disappear from the scene. Others, such as Micmarc, Status, and Cairns are available with better searching, and some even have thesaurus facilities. New systems can be added to the list for your consideration, including Minisis, Libman and Urica.

On the whole, the move to the supermicro or small mini scene gives you an order of magnitude better solution than at the single user micro level. The relative strengths and weaknesses of the library packages remain, but the gap narrows when you compare the library management packages based on a data base management system, with the retrieval packages.

WHAT CAN WE DO ON A LARGER MACHINE?

Here I mean basically any large computer (mini or mainframe) run by your parent organisation.

The main thing you can do is become integrated with the parent organisation's computing operations. Often this means the library using the same package already being used throughout the organisation for general information retrieval. Packages such as Status and Stairs are often used for information retrieval on registry files and word processing documents.

This approach has the very real advantages that all terminals can access the library system, and you can move a long way towards providing a total information service, not just library services.

Of course, you could have a library computer and link it to the parent computer, but this is technically dubious even if the two machines are of the same brand, and can be very expensive.

Assuming there is room on the parent computer for the programs and all your data, the costs can be minimal: a few terminals and the software itself. The packages run from \$15,000 to \$150,000, usually depending on the size of the library, and the terminals are between \$1,000 and \$4,000 each.

All of this can be considerably cheaper than a dedicated supermicro or networked micros.

Whether you can find suitable software depends on the brand of computer. There are information retrieval packages available for virtually all computers, but if you are after a library management package, you could have problems. Most are machine-specific: VTLS runs only on the HP 3000 range, Urica on Microdata, Datalibrary on Datapoint, Adlib on Prime, Dobis on large IBMs, Libman on Wang VS, and so on. If you are looking for a library management package to run on DEC (PDP or Vax), Burroughs, or Sperry, or on any of the IBM minicomputers, then you will need to look very carefully at the packages available, to see if they can meet your needs. Dynix, though initially marketed here by Ultimate, will run on any machine supporting the Pick system.

SHOULD YOU BUY A MICRO?

Have I by now convinced you not to buy a micro? If that is so you have received quite the wrong impression.

I could easily cost-justify a microcomputer in any library just for office automation, especially for word processing and spreadsheets, without even considering library-specific uses such as serials control or circulation. It is more a matter of when, not if.

In other words, you must start somewhere, and a micro is as good a way as any, as long as both you and your management realise the implications and limitations from the start. If you do not, then you will get in a mess within a year or so, usually because you outgrow the micro but management will not let you move to something better because they just bought you a computer.

With a micro you can at least start capturing your data in machine readable form, get management used to thinking of the terms "library" and "computer" together, and you can learn the very necessary contemptuous attitude you will need towards computers in general. Later you can switch to a bigger system, and keep the micro for word processing, spreadsheets, and accessing Ausinet and Dialog.

So, my advice is get in there as soon as you can. One thing is for sure: if you keep waiting for the perfect system, you will never get started.

COMPUTER ASSISTANCE IN THE SPECIAL
PROSECUTORS OFFICE

Diana Higgins
Assistant Director of Public Prosecutions
Canberra

Mr Gyles Q.C., former Special Prosecutor, whose task it was to investigate and prosecute those alleged to have been involved in the now infamous profit stripping schemes known as "bottom of the harbour", said in his 2nd Annual Report R v. Gyles QC, 2nd Annual Report, 30 June 1984, page 2, dated 30 June 1984, that his Office had identified some 3,171 profiles of persons or entities involved in company stripping, plus 150 major targets, and some 6,000 stripped companies.

By June 1984, more than 500 search warrants had been executed by A.F.P. members within his Office, 1,000 persons had been interviewed and over 400 statements and records of interview had been obtained.

When I first commenced duty as the Chief Executive Officer with the Special Prosecutor and his task force in December 1982, people spoke of "tons" of documents. Usually people exaggerate. In our case, we commenced with a quantity of documents of improbable proportions and this quantity grew rapidly. As Mr Gyles again says "the task of adequately retrieving and analysing the value of materials we had collected would be quite impossible without computers."

Some of the early search warrants required a Hercules transport plane to move the results to Sydney.

Much of the material was company, banking and personal documentation of varying kinds, frequently in no particular order. It was largely obtained through search warrant, and was to be treated as police property, kept secure, and under strict control for later, possible, evidentiary purposes in court proceedings.

Documentary material was also supplied from the Taxation Office, the National Companies and Securities Commission, and the Corporate Affairs Commission.

Unlike Royal Commissioners, the Special Prosecutors exercised no special investigatory powers. Seconded A.F.P members exercise of their powers and tax officers theirs, on behalf of the investigation team. Special Prosecutors, and indeed the D.P.P., have no extraordinary powers of arrest or search or compulsory compliance at interview or at hearing, beyond those of those normal law enforcement agencies.

Under their search warrant powers, Police take possession of items. "Possession" is a meaningless term when one possesses three or four million documents, many of them duplicates. Time pressures were significant, as many of the offences were quite old, and a two year appointment is not long. Because of these two factors, the system Mr Gyles and his staff chose was designed to involve as little as possible of the valuable and scarce time of the investigators at the stage of data entry and capture. The system was designed by Computer Power and uses the same software package "Status" as CLIRS Australia. It was then comprised of the following equipment within the D.P.P:

Wang VS100 in Sydney + 25 word processing and data entry stations

Wang VS 90 in Melbourne + 20 W.P. and date entry stations

Wang OIS-115 in Brisbane and Perth

This equipment has since been upgraded.

The data bases are held on the Attorney-General's FACOM M200N computer in Canberra with a network of land lines installed to Sydney, Melbourne, Brisbane and Perth. Other lines connect to courts during hearings. Raytheon inquiry terminals linked to the FACOM are located with each investigation team and solicitor in each office. The computer has 16 Megabytes of memory and approximately 8.5 Gbytes of disc storage - of this the D.P.P. currently uses 1.8 Gbytes, with more disc space on order.

DATA ENTRY

The control of material likely to be required as evidence has been of great difficulty and has dominated all data storage and data entry procedures.

Broadly, these procedures are as follows:

1. Property lists are made up by Police and registered.
2. The documents are boxed, given a unique, state-coded and computer-generated number and laboriously photocopied.
3. The copies are then sent to the data entry unit where they are culled again and batched, so that the operators do not have to jump between different document types.
4. Word processing and glossary facilities are used to enter information and then the completed documents are converted from W.P. to D.P files. Format checks are run against them to find any fatal errors. The file is transmitted to Canberra and loaded onto the data base that night. Throughout this process, teams sort their documents and assign priorities for data entry. Document entry has evolved into an interactive process between administrative and A.D.P. staff and the investigators, and has been unquestionably the hardest part of the whole system to get right.

Mr Gyles idea of little professional input into document selection for data entry, the "let the computer do it all idea" has of necessity had to be refined, due to simple volume.

BRIEF DESCRIPTION OF DATA BASES BUILT UP BY SPECIAL PROSECUTORS'
OFFICE

The data base itself is separated into different segments to assist in confining and streamlining the search. One group of segments contains information from various categories of documents; the other broadly supports the litigation process.

DB 1.

This data base contains all the relevant matter found on sale agreements and share transfer documents that have been seized throughout the country relating to the purchase and sale of "Target Companies."

DB 2.

Holds all correspondence containing relevant material for our investigations. This includes letters, memos, telexes and the minutes of relevant meetings of the shareholders and/or directors.

DB 3.

Contains all the seized documents that don't fit easily into the categories covered by DB 1 or DB 2.

Some examples are:

- Finance and accounting documents
- Diaries
- Power of Attorney Forms
- Settlement Sheets
- Legal Documents

Income Tax returns
Company Register
Index Cards

DB 4.

An Index of seized property. Lists of property seized under search warrant is entered into this data base. Its functions are:

1. to inform investigators where original documents are held - which box, which State
2. registration of documents seized, linked to search warrant number.

DB 5.

Contains various banking documents such as statements, cheque butts, deposit slips etc. All handwritten notes and names are entered.

DB 6.

This data base contains the complete transcript of proceedings of the McCabe/Lafranchi Report, and was our first data base. With it, we discovered that, on average, witnesses names would have been spelt at least three different ways in any one given bound volume of transcript. We decided therefore to buy the Wang "Dictionary" at a relatively early stage in an attempt to counter problems with name and other mis-spellings.

DB 7.

Contains very detailed summaries of each stripped company. Each summary contains such things as the company identification, the amount of tax involved, the names and dates associated with the

sale and resale, changes in directorships and any other details considered useful in the presentation of our cases. This information is distilled from searching the larger, more generalised data bases.

DB 8.

An "electronic worksheet" upon which information can be recorded on any company or person that is (or could be) of interest to the former S.P.O. This data base allows us to get information from a single profile and it also allows us to determine relationships and associations of "targets" very quickly. The data base was originally constructed to identify some of the 1,000 individuals and entities employed by, or associated with, "bottom of the harbour."

DB 9.

This data base contains team and other work reports, and all statements and records of interview.

DB 10: Litigation Support

This is the computer assisted litigation management data base and it is used to provide up to date information on all aspects of very large cases being run by the D.P.P. This data base is still in its early stages and requires further development. Experience has since taught us that the main requirement of prosecutors is the facility for generating complex exhibit lists, and a data base of each transcript.

TYPES OF RECORDS IN THE LITIGATION SUPPORT DATA BASE ARE:

a) Those related to Case Management Information

This chapter contains all the essential management details of a case.

This includes:

- a) Case Management code
- b) Type or Classification of Case
- c) The Court
- d) Various dates (date charged, remand dates, hearing dates)
- e) Names of Counsel, Prosecutor, Magistrate or Judge

b) Defendant Information

Contains all the essential details pertaining to a particular defendant.

This includes:

- a) Defendant's name, address, phone number, D.O.B., occupation
- b) Counsel, solicitor
- c) Charges
- d) Bail condition
- e) Co-defendants
- f) Prior convictions

c) Witness Information

Contains essential information about each witness on a case.

d) Case Notes

Contains a short summary of each day's proceedings. This normally includes brief outlines of argument, witness evidence, adjournments and some useful statistics to determine the general efficiency of the running of the case. If the notes are submitted promptly each day, they are on the system within 24 hours. These notes are most important because it can take up to eight weeks before the transcript is available. The hard part here is getting the information from lawyers at the end of each day's sittings, and our general experience is that the lawyers don't bother in the rush of the trial.

e) Exhibits

All exhibits and/or M.F.I's are entered on the system in such a way as to allow entries on a certain document to be tendered, to be retrieved and grouped by as many fields as required. This allows us to keep a check of exhibits during a case as well as providing a useful method of assembling evidence before each case. Usually the courts generate the exhibit lists. With 60,000 exhibits the Courts are accepting a computer generated numbering system provided by the D.P.P., of necessity.

DB 11. Transcript

Contains the verbatim transcript of very major cases, and will be used for all major fraud prosecutions. Each chapter of the data base is a separate case. Exhibit numbers and M.F.I's are keyworded within the transcript. Transcript data bases are also being developed for other large trials. These data bases have become an accepted part of the prosecutor's tools in the D.P.P. and are made available to the Judge in his Chambers and within open Court in some cases. The difficulty is getting the transcript in the first place.

SEARCH STRATEGY

I have briefly outlined to you the structure of our data base. The search strategies involve the normal "Status" commands, and many macros have been developed to make searching easier.

Documents may be searched on any word, or words across the whole data base - for example, on name of company, person, address, amount of money, - OR they may be searched in correlated fields in documents which are of the same type, such as in sale agreements, letters or cheques.

For example: with a cheque search, one could search across all cheques in the data base by questioning cheque at title field, plus the name of payee, or drawer, or cheque amount, or a combination of these. This is of obvious assistance in tracing a round robin of cheques and, one separate data base segment is in fact confined to banking documents.

The system is based on a full text search but, of course, we do not full text enter all documents. Cheques are entered fully but other documents are edited and only certain useful categories of information are entered.

Share transfer and sale agreements are so edited, usually by a team member. These, for instance, are regularly searched across name of company and also names of the vendor shareholders, and occasionally the address of the vender shareholders.

SYSTEM SECURITY is mainly designed to protect our case information but of course, it is extremely relevant in protecting the rights of individuals under investigation, or whose names crop up during investigation.

Data security is ensured by:

- a) high level physical security of premises and documents;

- b) each user having an individual sign on code and password;
- c) restriction of logon code to specific terminals
- d) automatic change in password every 30 days enforced by system;
- e) keylocks on keyboards;
- f) all data lines encrypted;
- g) Regular change of keys in encryption devices;
- h) use of security features within STATUS package allowing different levels of access within the data base;
- i) RACF protected data sets on FACOM;
- j) no dial up access;
- k) all coaxial cabling kept within the office confines;
- l) the taking of the Section 16 taxation oath, for all individuals with any access to the data bases.

D. P. P.

The D.P.P. absorbed the four offices of Special Prosecutor Gyles on the 22nd September 1984, and Special Prosecutor Redlich's office on 6th June 1984. The work of those offices is, of course, continuing, and all A.D.P. systems are being maintained.

The D.P.P. Act came into operation on 5 March 1984, two years ago and we have been largely engaged in setting up Offices and recruiting staff. We have only recently commenced an assessment of our A.D.P. requirements.

Our priority has been to set up a matter and file management registry system, to control files, and allow detailed work reporting for supervisors. A preliminary system is in place in all States. Statistics on case type, numbers and sentencing, for instance, will eventually be a spin off from this project.

We intend to investigate further the possibilities A.D.P. systems offer lawyers engaged in protracted litigation, and to standardize on one basic litigation support system for all cases. At present we are tailoring each exhibit list to suit each case and each counsel.

To date, 65 individuals have been charged with offences relating to "bottom of the harbour." A number of individuals have been convicted, and many more have been committed for trial.

At the committal of Mr B. J. Maher and 4 others in Brisbane, approximately 250,000 pages of documents were tendered by the prosecution, in some 3,400 exhibits. These are held, incidentally, in a compactus in Court.

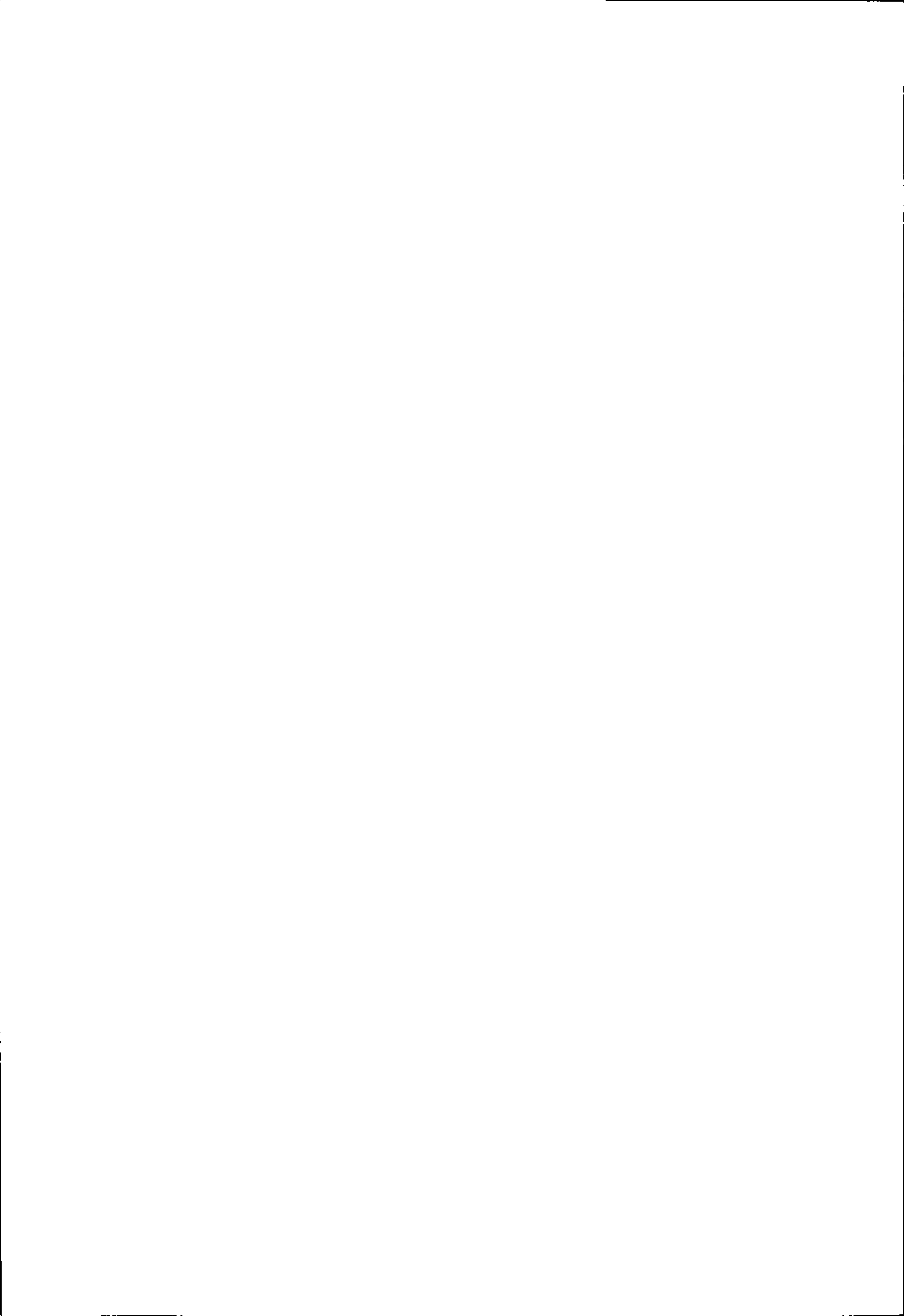
Eighteen separate committal proceedings will be run over the next 18 months. Half a dozen persons have been convicted, or have pleaded guilty, and trials are now beginning in 4 States.

Major fraud cases are inevitably document cases. As all librarians know documents in volume are worthless without the ability to sort and to marshal and to retrieve them.

No task force members had A.D.P. skills when the first data came on line in October 1983. Most of these individuals now believe that the computer is an essential tool for the investigation and prosecution of large major fraud cases.

Developing special data bases to support large cases has been a learning experience, which is continuing. The Gyles system did not require much in house software, and the D.P.P. must now extend its A.D.P. capabilities to cope with increasing demands as investigations result in committals and those reach trial.

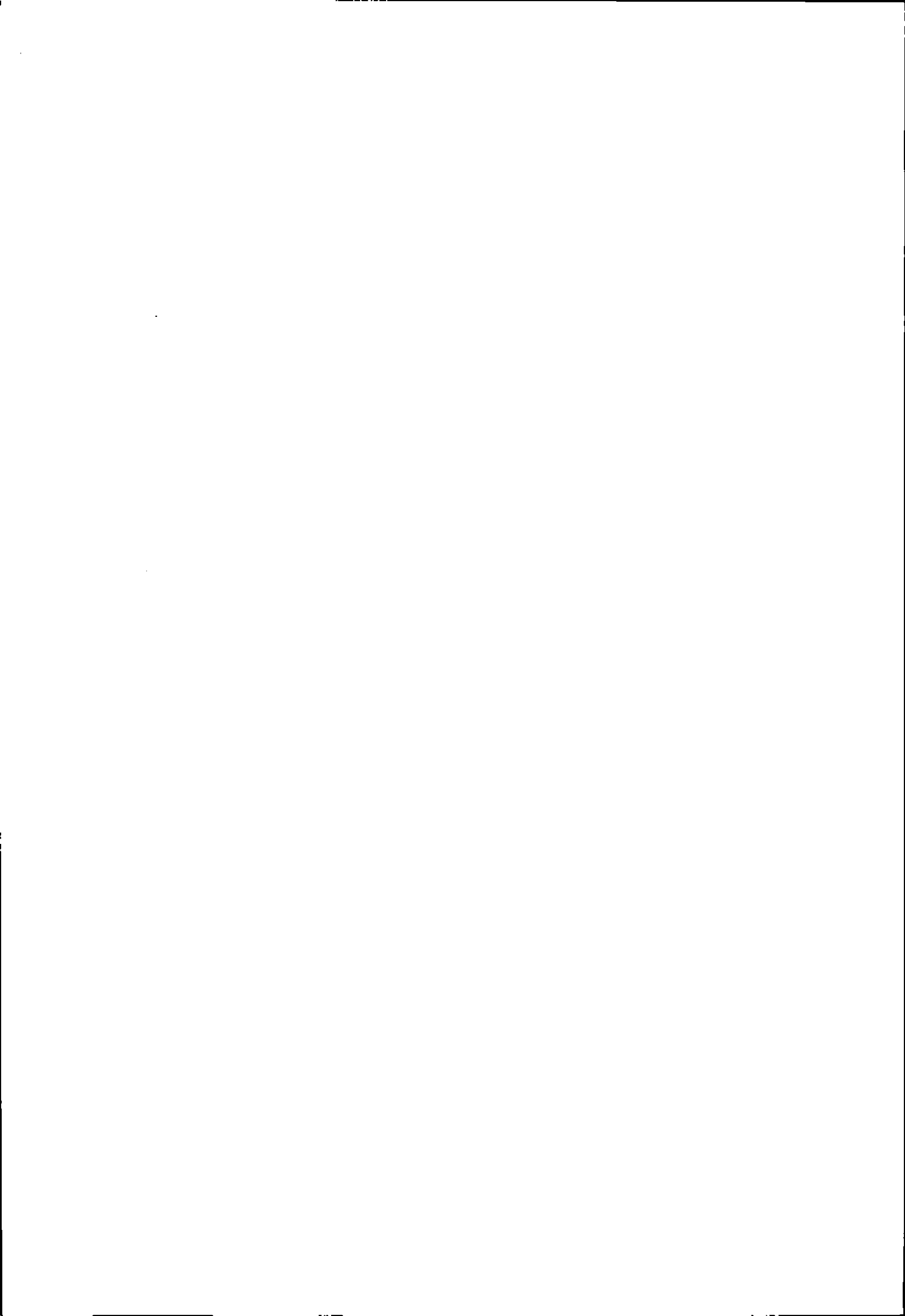
Each stage in the trial process is making extra demands on the ADP system. The more support the computer provides, the more its possibilities are perceived.



WORKSHOP ON ABN - WHAT'S IN IT FOR ME?

To open this session, a paper was read by Cheryl Pye, Acting Chief Librarian at the ABN Office, giving state of the art information about ABN and describing a number of imminent changes, of great significance for the smaller or less well funded library. This material is not printed here for it would soon be out of date, and first rate up-to-the-minute documentation is always available from the ABN Office. Many of the foreshadowed changes have since come about and are described in great detail in ABN News and elsewhere.

The paper provoked many questions, and there was considerable discussion on the implications of some of the foreshadowed changes. Of particular interest was the news that after July, dial-up customers could add their holdings, and receive magnetic tape, card or fiche products, for the database records to which their holdings were attached. Another change will be the permitted reuse of ABN-derived MARC records, for a charge, which will enable the recipient to load the records on to a local or regional system for use by a third party for copy cataloguing. The implications of this were not fully understood by some listeners, but the possibilities of a participant library creating a mini union catalogue for smaller libraries in the same field were discussed. An ABN downline loading facility was also planned for later in the year.



ABN FOR A SMALL LIBRARY: THE EXPERIENCE OF THE
ALCOHOL AND DRUG FOUNDATION, AUSTRALIA

Barbara M. Allan
Librarian
Alcohol and Drug Foundation, Australia
Canberra

The Library of the Alcohol and Drug Foundation, Australia, has a staff of 5, and comprises a multi-media, multi-disciplinary collection of some 6,500 monographs, 200 current journal titles, 120 film and video titles, press clippings since 1979, a 19,000 document microfiche collection, some 1500 reprints, plus posters, pamphlets and assorted other items. We are a non-government organisation funded under a Community Health Project grant of the federal Department of Health, and as such are responsible for the provision of information and library services nationwide.

Back in May 1983, the librarians of the Alcohol and Drug Dependence Libraries and Information Services (ADDLIS) group, at their meeting in Brisbane, voiced their support for the idea of a microfiche catalogue of at least of the holdings of our library, but with the possibility of a joint union catalogue emerging therefrom. In our subsequent investigations of the options open to us, we considered Libramatics and Hemloc but finally opted for full participation in the Australian Bibliographic Network (ABN).

This decision was prompted chiefly by our desire to make our holdings more readily available to the universities and large research institutes. A cumulating microfiche catalogue would be available for dissemination to members of ADDLIS with no online capability, and a hard copy new titles list could be generated for our widely-spread users, who comprise addiction workers or researchers throughout Australia. From a pilot study, we had achieved a 60% hit rate on ABN, which was subsequently attractive carrot and something of an improvement over the AMRS rate.

Other factors which influenced our decision were of course the economics of AEN. While startup and ongoing costs were by no means insignificant (\$8,404 and \$120 per month for our first full year of operations, respectively), when weighed against the combined costs of original cataloguing performed by eight specialist drug libraries around the country, they paled into insignificance. As one of our roles is to support and provide back-up to the work of the smaller state addictions libraries, this seemed a positive way to do it.

Another point which appealed to me was the need to upgrade the quality of our catalogue. When you know your records will be looked at by your peers, there is an added incentive to do them well. We have really appreciated the assistance of the AEN review team in clarifying rules and in providing the external checking for consistency and accuracy.

Finally, we had the example of at least two other Canberra-based and similarly sized special libraries which had joined AEN and which exuded satisfaction with their decision - the Department of Immigration and the Australian Institute of Sport.

The mechanics of our joining were as follows: in-house approval was reached in January 1984; we applied to the Network Committee on 8 February 1984; we were accepted as full participants in March.

A postal strike slowed down our terminal purchase, which was finalised in May of that year. We opted for the best we could afford within the constraints of finance, namely an Ericsson 4111 with an amber monochrome "ergonomic" monitor, an Ericsson controller, keyboard and thermal printer. All have proved quite satisfactory, though the printer is noisier than one would wish, for library operations.

Two staff did inquiry and input-edit courses over the next two months, and then we were underway. Our cataloguer did the authority course later in the year. Subsequently we sent another cataloguer to the input-edit course, for a total training cost so far of \$1,440.

Looking back over two years of nominal membership and slightly less of active membership of AEN, I feel the decision to join has been amply vindicated, and perhaps for reasons not fully anticipated in advance. The speed of online access to records for bibliographic checking and inter-library loans has been impressive, and the advantage of instant knowledge of the holdings of well over a hundred of Australia's leading libraries has been a great aid in our excursions outside the mainstream addictive drug literature.

Since joining AEN, our inter-library lending has increased significantly, from 56 per month in 1984 to 77 per month for the first 4 months of this year. It is of course hard to attribute what percentage of this increase is due to AEN, but it is my guess that a significant amount of it is. Unlike many libraries, we are highly pleased about this. With 5 staff, subject expertise and probably the largest collection of addictions literature in the country, we are perhaps better placed to handle such requests than the smaller state drug libraries or the larger less specialised Health Department or university libraries.

In cataloguing terms, AEN has also been a success for us although we have been disappointed that none of the state drug libraries has followed our lead in joining. However, one is still nibbling, and another is a dial-up user.

We have so far added 885 records to AEN, of which almost exactly 50% have been original cataloguing and 50% additions to existing records. These figures have been skewed somewhat over the last few months as we have received almost 80 items from a relatively obscure source - until then, the figures reflected our pilot survey 60/40 split.

So, time has been saved and intellectual effort spared in the case of three out of five items acquired. The tedium of proofreading stencils, duplicating and filing cards has been relieved, likewise that of typing up new titles lists. Our clerical staff have taken to AEN searching enthusiastically and competently.

In a workplace devoid of ADP backup, we have nothing but praise for the AEN systems staff, who have coped with booting us up on frequent occasions when power has been cut to our building or when we have dislodged cords or gotten mystery messages on our message line. Likewise the AEN help desk has always dealt patiently and politely with our queries, even if they have been unable to solve the worry or if we should have known the answer anyway.

There have of course been disadvantages, many of which are not exactly the fault of AEN, but are factors which any small library does need to consider carefully prior to joining. First and foremost are the attitudes, abilities and permanency of cataloguing staff. In a one-cataloguer situation in a busy library, it is essential that the cataloguer enjoys what he or she is doing and is prepared to stay long enough to develop expertise. We have not had the advantage of being able to employ a highly trained cataloguer, nor one with online experience and it is incredibly difficult to find the time to teach a

new recruit cataloguing rules, online skills, specialised subject heading expertise, and consistency in classification in an already pressured workplace. And it is well-nigh impossible for other staff to retain inputting, tagging and authority control skills, when they exercise them infrequently. A commitment on the part of all professional staff to catalogue from scratch and input at least one item per week seems to be necessary, and we shall try to attain this as we shortly take on our third cataloguer since joining the Network. Additionally, regular informal discussions about call numbers, rules, subject headings are vital, to involve all staff in the cataloguing process.

Another negative aspect of any online system is downtime, and with fire and flood at the National Library to contend with, AEN has had a less than scintillating record in this regard, with over a month knocked out of last year. However this was fortunately timed for us, as we were between cataloguers! Slow starts and failed runs impact only slightly on a small library, and can be coped with, with equanimity for the most part, as can other minor problems such as labels and shelvest cards not arriving together.

More serious for us has been the matter of the timeliness or otherwise of the mounting of tapes from particularly the Library of Congress. If we receive a book from a US government instrumentality, we are assured that sooner or later, a national agency record will be created for it and our record will be bumped. However, we have found that the waiting time is often too long (9 months from publication date is not unusual) for our purposes and we prefer to catalogue it ourselves and have the item out and about quickly. European items are even slower to appear.

We have decided on the following policies with regard to cataloguing priorities. Every monograph we receive is dealt with within 24 hours of its arrival in our premises, either by adding our holdings to an existing record or by creating an interim record for it. Any Australian drug specific item is fully catalogued within a week of its receipt. However a problem arises with non-drug specific items, which we wait for others to deal with. An item on workers compensation, of peripheral interest to us, has sat as an interim, to which we have added our holdings, since 21 June of last year. The moral is, if you want it done fast, do it yourself!

Other small niggles in a specialised subject area using LCSH are the inadequacies of available headings. No sooner do we wrestle with the lack of, discuss, create and finally become accustomed to using a participant heading (for example, "Alcohol consumption" for nonproblematic use of such beverages), than Library of Congress creates a different one, but one which more or less suits our needs ("Drinking of alcoholic beverages"). We are then left with the old problem of referring to two headings and I believe the capability does not exist on AEN to convert participant headings retrospectively.

Addressing for a moment some of the more significant network issues, such as duplication, quality of records etc, I am fairly phlegmatic about such deficiencies. Being small, we can ensure (eventually - and if it is high enough on our list of priorities) that the records which vitally concern us and which we feel are inaccurate enough to impair access, are cleaned up. When and if we get back to that happy state of fourteen months ago, we may even receive enough credits for doing so to wipe out our entire inquiry use bill. We are certainly aiming to do so, as I firmly believe that membership of a shared cataloguing network

brings with it responsibilities as well as benefits.

A concern of ours, in using AEN, is what to do with materials which we do not wish to make publicly accessible i.e. drafts of strategies, which are made available to us on the grounds that they are "handled with care". Of greater bulk are the other materials, which, though eligible for input to AEN, we have chosen to run on our IBM micro, using dBaseIII software. For items such as pamphlets, buttons, teeshirts, an in-house system provides more flexibility. We can answer reference queries such as "Who produces posters suitable for primary school children with anti-smoking messages? Where can I buy one and how much will it cost?" far more easily than by using AEN. As we are unlikely ever to be able to convert our old card catalogue to AEN, the prospect of searching more than one place for information on our holdings is not a major deterrent. It should certainly be a consideration though for any library with a large amount of non-standard materials.

The costs for our library of participating in AEN, with a current throughput of c.50 items per month, are running in this financial year at \$182 per month. For this, we receive 50 copies of a cumulating microfiche catalogue quarterly; a new titles list monthly, cumulating quarterly; spine labels and shelflist cards.

It would be nice to be able to produce statistics on the comparisons in cataloguing throughput time pre- and post- AEN. Initially there was of course a considerable reduction in throughput as our cataloguer familiarised herself with AEN. Neither of our cataloguers has worked for longer than 9 months on AEN, and so has not reached an optimum operating speed. Comparisons would therefore be invidious. I have hopes that in the future, throughput will increase to enable us to add

more of our backlog, all our serials, films and videos to the system.

In conclusion, for libraries contemplating membership of AEN, the issues which they need to address are the following:

- * does the library's mission extend nationwide?
- * does the library's constituency require information outside the library's selection policy?
- * does the library want to encourage inter-library loans?
- * does the library want to tailor its acquisitions according to the number of copies of a work readily available elsewhere in the country?
- * does the library have a commitment from management to meet the steadily increasing ongoing costs of an online catalogue? (particularly given that many of the costs they replaced were of a hidden nature)
- * does a significant body of like material to yours exist already on the Network? Or do you consider it your responsibility to provide the Network with a significant new group of holdings?
- * does the library want to shake off its antediluvian image and join the twentieth century?

If so, AEN may be your answer. While our experience with AEN has certainly not been roses all the way, at no time have I regretted our decision to join the Network. Even in the certainty of the problems that increased size will bring, I would urge you all to seriously consider becoming AEN participants. It will benefit us all.

'ABN: WHAT'S IN IT FOR ME?': A DIAL-UP USERS VIEW

Julia Butler
ACT Law Courts Library
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I think that the question 'ABN: What's in it for me?' may well be parried with another question: 'ABN: What would I do without it?' For small to medium sized libraries operating on limited financial and staffing resources, ABN provides an unmatched cost and time saving facility.

As you know, ABN contains over three and half million bibliographic records, from LC, BNB, ABN, NZNM, U.S. Government Printing Office, Canadiana, and includes some 20,000 WLN records, and approximately 240,000 original cataloguing records from ABN participants. This enormous breadth of bibliographic information is available to ABN dial-up users simply by making a telephone call.

ABN is of daily practical assistance in our library. There are 3 specific areas of use; first for acquisitions, selection and collection development; secondly, for reference searches; thirdly, for locations for inter-library loans.

In acquisitions work, we always use ABN in the first instance for bibliographic identification and verification. Where publishers' blurbs, book reviews and other selection sources quote the ISBN, ISSN or other system assigned number, a numerical search is conducted, as it provides the most efficient and direct means of access. This is done simply by typing f for find, i for ISBN, and the number itself, followed by the command for the full bibliographic record.

So in one quick and easy step, taking only a few seconds, we have identified and verified the items we wish to purchase, together with an instantaneous print-out of that record. If the ISBN or other system assigned number is not known, a keyword title search is the next most efficient access point. While the identification of an item may take a little longer on the keyword approach, nevertheless it still represents increased efficiency in time management when compared with manual searching of printed bibliographic and publishers catalogues. The inclusion of cataloguing-in-publication records, and ABN's acceptance of interim records, is of invaluable assistance in acquisitions work, enabling verification at an earlier stage than can be provided through published catalogues. Increasingly, the need to look beyond ABN for verification is lessening, as the database grows larger and larger.

Multiple access points, through which bibliographic information may be retrieved, further enhance the on-line search, again emphasising its superiority over published materials. Searches may be conducted by author, subject, series and titles. It is through these multiple access points that we use ABN for reference purposes - we can find out what has been published on a given subject, by a particular author or authors, what works belong in a particular series, etc. The purpose of such searches may be to provide bibliographies for users, or they may be to create a check list against our holdings, for use in selection and collection development. Often we come upon references to non-Australian publications which are of relevance to the work of the judiciary in areas which are not just to pure law black letter, e.g. family maintenance, treatment of offenders, treatment of children, pensions for the judiciary, delays in court hearings, sociological, environmental and media issues, and the list goes on.

In addition to the bibliographic file, ABN contains authority information headings, - name authorities and verified Library of Congress Subject Headings and cross-references. This invaluable service to users of the system eliminates the need to maintain in-house authority files.

The third major benefit of ABN for dial-up users lies in the quick and painless method of finding locations for inter-library loans. The holdings file displays the NUCOM symbol and call number against the appropriate bibliographic record. Thus the requesting library in providing full and correct information, speeds up the inter-library loan process. The holdings file also displays the serials holdings of non-participants reporting to the national union catalogue agencies.

There is spin-off advantage in being an ABN dial-up user. Costly subscriptions to printed bibliographies such as LC and BNB and the publishers catalogues may be cancelled. They are no longer required. In addition to the financial saving, there is quite an amount of space saved. This is not an insignificant aspect in today's libraries.

Dial-up users are soon to be notified by the ABN office that they may add holding to the database. This welcome addition to the service opens the way for dial-up users to request magnetic tapes and catalogue products. For the smaller libraries operating under severe staff restraints, access to printed cards and labels will bring relief in a work area where there is a high degree of staff turn over. The nature of library catalogue card and label typing is slow. It is often difficult to obtain good typists for these tasks.

I see this extension of service from ABN as one which will be enthusiastically welcomed and made use of by a large number of libraries. The costs incurred in purchasing catalogue products will be less than those costs incurred by a small library valiantly trying to do everything in isolation. Thus the co-operative efforts of the larger libraries are of significant advantage to the smaller libraries. In conclusion, it must be said that ABN has taken librarianship out of the horse and buggy days.

CINCH SEARCHING TIPS

Nikki Riszko
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J.V. Barry Memorial Library
Australian Institute of Criminology

I should like to emphasise that this paper is not a guide to searching the CINCH database on AUSINET. It is more in the nature of a troubleshooting checklist for avoiding pitfalls which I hope will contain searching tips. For a more comprehensive and detailed guide I should like to refer you to a booklet I had prepared prior to the launching of the database in April 1985 titled CINCH Computerised Information from National Criminological Holdings : Database User Guide.

OLD AND NEW CINCH RECORDS

I want to avoid giving you an historical background to CINCH but it is necessary to explain that some minor difficulties that may arise in the course of searching CINCH are due to the fact that we did not start the database from scratch. The database had been in existence since 1975 and some 7,000 records had been entered in INFOL format. We were constrained by the format structure in the original design of CINCH records but we think that we were able to deal with integrating the 'old' with the 'new' satisfactorily. For your information the records that I refer to as 'old' are the ones that had been entered in the years 1975 - 1978 in INFOL format. These are 7,000 items of a database of 12,000 records at present.

When we started indexing in 1984, we made various changes some of which we were able to incorporate into the field structure of the records being converted to STAIRS format. But there were some changes that could not be dealt with in that manner. While it is not relevant for you to know all the differences that exist between what I call 'old' and 'new' CINCH records, there are some differences that you should be aware of as they do affect searching. I tried to outline as much of relevance as possible in the Database User Guide to CINCH to which I referred.

Some of these differences we could not do very much about and some we thought could be quite useful, such as the old CINCH records being displayed on AUSINET in capital letters, thus giving the user a reasonable indication at a glance as to whether he was looking at an 'old' or 'new' record. Bear in mind however that this is only a rough guide because there are records which are 'old' in the sense that they are pre-1982 but were not on the CSIRONET tapes and which we had to add

ourselves. So the distinction between records in capitals and those not are a rough indication only of the relative age of database records.

SUBJECT SEARCHING

If you search CINCH in free text mode i.e. search without asking for any specific fields or paragraphs, you will notice less difference than if your search strategy is slightly more sophisticated. For instance in the later records - added to the database from approximately 1984 on - the more discerning searcher can distinguish between the major and minor aspects of a topic by limiting the search to Descriptors only, e.g.

(Mental adj disorders or Mentally adj ill).de.

We have also introduced a non-print field called Identifiers which will provide access points additional to those in the Thesaurus.

When searching CINCH records in other than free text mode, an important difference should be borne in mind. For old CINCH records the only subject access data is contained in the IDENTIFIER paragraph.

At the time of deciding on the new format for CINCH, in 1984, there was a great deal of soul searching at the setting up phase as where exactly to place the subject indexing terms for the old CINCH records. We were very keen to use a published thesaurus for CINCH from 1984 onwards. In the past an inhouse list of terms was the source of subject indexing terms. We were also determined that it should be the practice in the future, following the APAIS example that all terms used in the DESCRIPTOR paragraph be NCJRS Thesaurus controlled terms. In order to have a clean slate we therefore made the decision to include the old CINCH keywords in the IDENTIFIER paragraph.

Consequently, when using a search strategy to restrict search terms to a particular paragraph within the database, keep in mind that both .de. and .id. should be used in order to include both 'old' and 'new' CINCH key subject access points.

FORMATTED FIELDS

It is worth mentioning here - although if I am addressing experienced users it is carrying coals to Newcastle - the enormous usefulness of the presence of formatted fields on the CINCH database. The two formatted fields on CINCH are the fields INDATE and PUBDATE. Both are four digit characters in length. INDATE refers to one of four issues of the printed quarterly publication within the one year e.g. 8504 being the fourth issue of the Information Bulletin of Australian Criminology for 1985. PUBDATE refers to the publication date of the item indexed.

These two fields are very useful for range retrieval in SELECT mode. The INDATE paragraph is very useful when current awareness searches are required. There is no separate update file available for CINCH on AUSINET as there is for APAIS for instance. Each quarterly update is added to the database and merges into the total. PUBDATE on the other hand is very useful for limiting the range for retrieved items by means of publication date.

GEOGRAPHIC ENTITIES

When searching for names of countries or Australian states users should search both the full form as well as any abbreviated form that may exist in common usage. The practice in the past was to use abbreviations whereas it was decided that we would use the full form of geographic name or entity. In order to capture all material on a particular topic combined with the state of New South Wales the following search statement would be advisable:

topic and (new adj south wales or nsw)

HYPHENATED WORDS AND VARIANT SPELLING

For words which can spelt in several ways such as organised/organized, both forms should always be included in any search strategy.

For words that can be hyphenated users should always use alternatives. Words such as premenstrual and self disclosure should be searched as:

premenstrual or pre-menstrual or pre adj menstrual

self-disclosure or self adj disclosure

ABBREVIATION IN THE CITATION

There may be some records on the database that contain in the citation field an abbreviation for the journal title. For instance the Legal Service Bulletin may be cited as LSB. There should not be too many of these but for those that do exist we ask the users' forbearance and rely on their ingenuity in interpreting the abbreviation. The reason for the existence of the abbreviated form is that in the days of CINCH being on CSIRONET a program was used to convert the abbreviation that the indexers used on the worksheet to save them writing titles out in full each time. Unfortunately we could not continue this practice as STAIRS was unable or unwilling to provide us with a similar extrinsic aid. We engaged a clerical assistant to rewrite all abbreviated forms of journal titles to full titles on the old worksheets but some got through the net.

SEARCHING AUTHORS

1. Hyphenated names such as: Sanson-Fisher, Harold

When searching hyphenated names the searcher will have to do it in one of two ways:

- a. Sanson-Fisher
- b. Sanson adj Fisher

This is due to the fact that this form of double-barrelled name was treated differently in the old and new CINCH databases.

2. Honorifics will have to be searched in two different ways in order to capture all instances of use:

- a. Barry adj (J or John) adj Sir
- b. Barry adj Sir adj (J or John)

This is once again due to the fact that Sir is placed in different positions according to AACR2 or pre-AACR2 rules.

3. When searching for book reviews, if the inquirer wishes to capture all instances of an author's work (as distinct from the authors of the book review) the search statement should always contain the name in reverse and in direct order.

Braithwaite adj (J or John) or John adj Braithwaite

Another way of searching would be to use the contextual operator WITH instead of OR:

Braithwaite with (J or John)

This method is quicker but less elegant and not as specific as the first method.

For authors and named subjects it is important to use both initials and the full form of forenames if known. It was the practice in the past to use only initials even when the full form of name was known. It is present indexing practice to always include forenames if they are present in the item being dealt with. Therefore authors should always be searched as Potas adj (I or Ivan).au.

It is a disadvantage of STAIRS that it is not possible to truncate the initial to, for instance I# as there is no separate author file index. Those familiar with searching DIALOG would be inclined to do that but on AUSINET they would get in strife with that approach. What in fact would happen on STAIRS is that they would retrieve all words beginning with the letter 'I' on the database even though they have tried to limit the search to the author field.

RESEARCH PROJECTS

The Institute is notified by researchers themselves and by the Criminology Research Council, of ongoing research in criminological subjects. The notification of these research works are indexed for CINCH as the publication type Research project. Whatever information is available on a given project is coded and subject analysed in much the same way as published items are. We try to give a contact address and of course these records will not have a PUBDATE in the formatted field as they have not been published. Res project is the search term to retrieve these items on the database.

It has not been resolved whether the records will continue to stay on the database indefinitely even when the research is available in published form. We may have to delete them as we become aware of the published version. Some research of course never sees the light of day in any published form.

SERIAL PUBLICATIONS

We are facing a similar problem with publications that come out regularly under the same title yearly, monthly or more frequently. I am referring in particular to statistical publications and annual reports of various criminal justice management departments and institutions. We would like to bring these regularly published items to users' attention and index them but we are not certain what is the best approach.

We can deal with these publications in either of two ways. One is to index the first issue and have what is virtually an open catalogue type entry on the database. This has a drawback in that the PUBDATE would remain the date of the first and only issue that was ever indexed. The second option is to index and thus comprehensively update each consecutive issue. This would be very time consuming, laborious and would result in having a great many virtually duplicated entries on the database.

I am in favour of the first option for ease of use and simplicity. It may be that we are worrying needlessly and indexing the one issue only of such a publication is the short and simple solution to a worrying problem.

ELIMINATING DISPLAY OF SUBSETS

There is a very useful command that users can employ on any AUSINET databases not only CINCH, to avoid getting intermediate results in their display sets for their searches. By using the command

```
..SET DETAIL=OFF
```

a searcher will avoid the posting of every occurrence of a searched word in the database. This is particularly useful when searching a truncated word. An obvious benefit is substantial saving in connect time. By using the command

```
..SET DETAIL=ON
```

the searcher can once again get the intermediate results.

AGIS AS A DATABASE ON SCALE

Moira Burgess
Current Awareness Unit
Attorney-General's Department
Canberra

AGIS is part of the SCALE suite of databases developed by the ADP area of the Attorney-Generals Department. SCALE was set up primarily for the AG's Department and was later extended to other Departments and organisations in the public sector.

The co-operative venture between the States and the Commonwealth, that is agreements between the State and Commonwealth Attorneys-General to develop a compatible system of legal databases, has resulted in a link between the databases developed on SCALE and those on CLIRS. A CLIRS user may now access the SCALE databases via this link and vice versa.

I would like to say something about the state of play with converting AGIS to SCALE. At the present time we are producing the current issues of volume 23 and we are pleased that all of those current issues are added to the database as they are produced and are available before the printed copies are distributed. We now have volumes 1 to 3, part of volume 21, 22 and all of volume 23 to date, on the database. Users may look at the contents of the AGIS database and shrug at the fact that there is not much there at present, but let me tell you all, here and now that we have been working our hardest to get that material checked and built into the AGIS database.

During the initial stages, we decided on a particular standard and 'stuck to our guns' despite some pressure from the ADP area 'to go faster'. The Current Awareness Unit has a staff of three, the Librarian 2 and Librarian 1 in the unit who have the responsibility of checking and editing the material as well as fitting in the normal duties associated with that area. The Clerical Assistant 2 assists with the keying as well as normal clerical duties. We are keeping our heads above water at present and we take each day as it comes.

We also have the assistance of a temporary Librarian for three months which will allow us to get ahead at a faster pace. There is no guarantee for a longer period, although the project will last longer than three months.

Input Screens and Update Screens

INPUT and UPDATE - SCREENS

Volumes 6 to 13 of the retrospective material are still to be keyed which will be done shortly. As an interim measure and also to add substance to the database, we have decided that once volumes 6 to 13 are keyed, volumes 6-20 will be built warts and all. This will allow access to the complete AGIS database but users will have to excuse errors for a period of time as the material will not have been subjected to our editing and

Procedures to maintain standards

1. The material is keyed into the Data Entry System.
2. Each entry of the retrospective material is checked against the source material. We actually go back to the shelves, retrieve the journal articles and check through all the information of the entry, i.e. author, title, citation and abstract and correct them if need be. It was found with the earlier material that the number of errors was unacceptable and that as it is necessary to have a high standard of indexing and abstracting, and most importantly to maintain a high level of consistency, it was decided that this level of checking was required.

With a lot of the older material, parts of articles were indexed but not the whole series. These now have to be completed and added to the system.

While editing the earlier issues, it was discovered also that not all the issues of major Australian journals were indexed and abstracted. As part of a future project, all the material that was missed will be indexed and included in the database. This will be done once all the existing material has been keyed and checked. We can then proceed to upgrade the coverage.

New projects are always popping up to be dealt with.

3. The changes are made on-line, as it is quicker.
4. The material is proof-read, usually by a different person, and then built into the database.

As you can see it is a time-consuming and laborious task but one which we consider necessary.

With the current material, the entries are keyed in by the typist, it is then proof-read by the L2 or L1, a printout obtained, proof-read and checked again, and changes keyed. Once the OK is given it is built into the database.

In the Data Capture System, the article is retrieved by AGIS number. (Show second update screen)

Unique ID

On the input screen you will notice the UNIQUE ID field. This little facility was developed for us to allow the papers of a Conference to be indexed separately but physically kept together. This refers to retrospective material only.

Each paper is indexed separately and the same AGIS number is assigned but with a different Unique ID to allow the computer to distinguish between the articles as the AGIS number of itself cannot be keyed twice. The reason for having to do this was the fact that in the past all conference symposia had been indexed generally with a list of the papers in the body of the abstract.

As it was not considered 'good library practice', it was decided that we would index in depth, with the general entry introducing the symposium and general details pertaining to each symposium. Each paper is treated separately in its own right. The indexing is now pitched at a proper level, with more precise detail to enable the articles to be retrieved. Another reason for doing it, was that the record length was not long enough.

We do not follow that procedure for current material. With the retrospective material it was not possible to make up new numbers in case we clashed with other numbers and caused a real mess. Current papers of a conference or symposium are indexed separately and assigned a unique AGIS number.

AGLIBS

- The meaning of this is Attorney-General's Library Subjects for want of a better ACRONYM.

Our list of indexing terms are on-line for people to consult if they wish. The reason for adding them was to assist our DLS libraries. They are a conglomeration of headings primarily based on what our cataloguing section decides, some Library of Congress headings, UNBIS, National Criminal Justice Thesaurus, and any that we choose to make up if there is no better established heading.

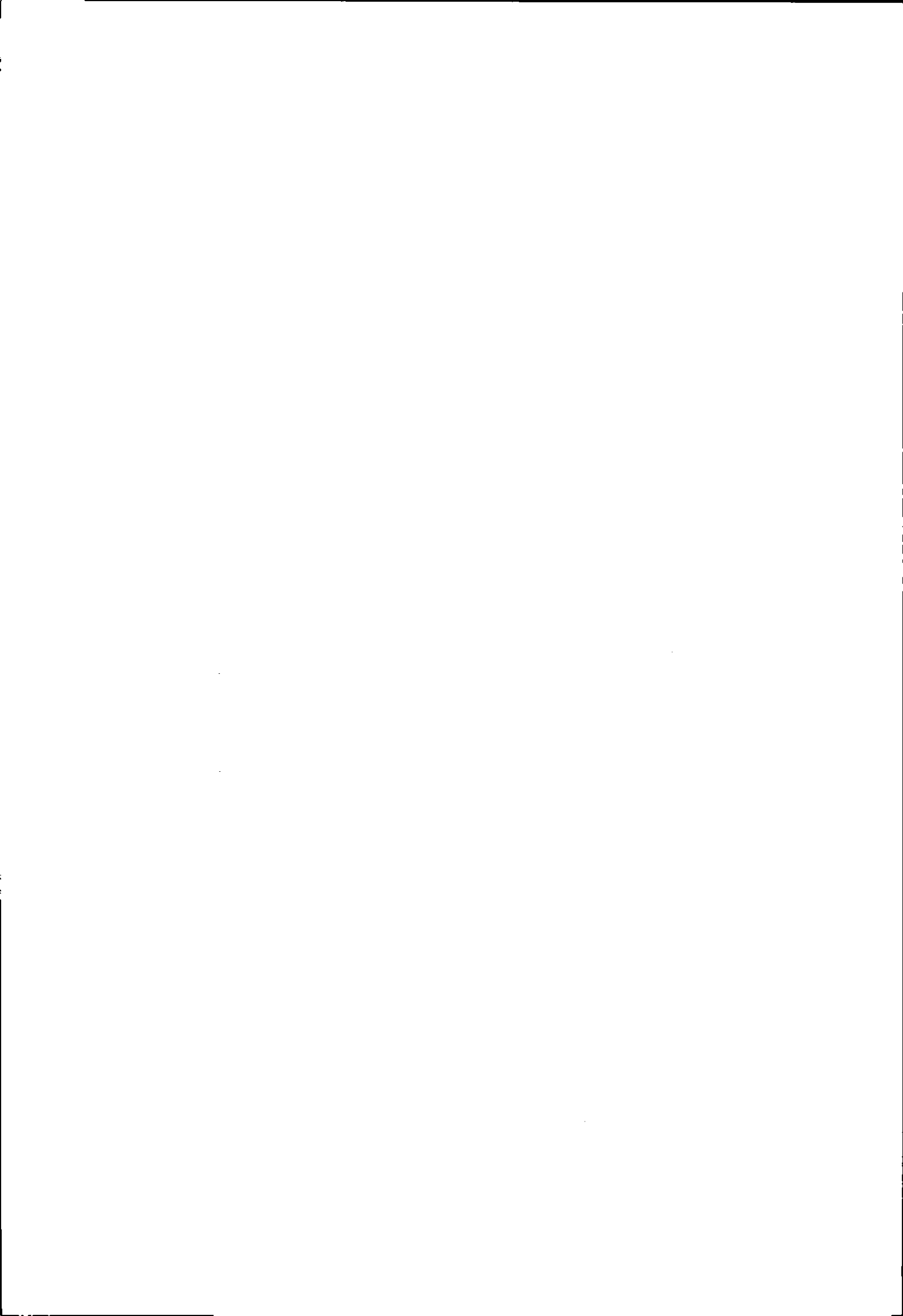
We have rather a lot of freedom and discretion, but we felt that we wished to build our own Thesaurus of legal terms which suit our own needs and which are consistent with common legal usage.

The database requires a great deal of work to be done on it, but this will have to be a future project. The system is usable but very far from perfect and we would like people to bear this point in mind.

STATISTICS ON USAGE OF AGIS DATABASES NOV. 1985 - FEB. 1986

	<u>AGIS</u>		<u>CLIRS</u>	<u>Total</u>
	<u>AG's Dept.</u>	<u>Others</u>		
NOVEMBER	34	22	60	116
DECEMBER	25	14	36	75
JANUARY				79
FEBRUARY				104

	<u>AGLIBS</u>			
NOVEMBER	4	4	13	21
DECEMBER	4	2	5	11
JANUARY				13
FEBRUARY				9



DEALING WITH DATA : THE WORK OF THE SOCIAL SCIENCE ARCHIVES

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On the face of it, the bread and butter materials handled by data archives are significantly different from those in traditional libraries. In the latter, one is referring to books, periodicals, newspapers, reference collections - anything, in fact, which is available in printed form. In contrast, data archives deal only with materials which are available in computerised form; moreover, they are concerned with numerical rather than textual detail.

In preparing this paper I have therefore asked myself the question of how appropriate it might be for you to know about archival data as part of your job. For many of you, I subsequently concluded, it may not be appropriate at all, whilst for others there will be a relevance. Any research librarians will undoubtedly find the information useful, however, and others may simply wish to tuck away the knowledge for the time being. Nonetheless, I would argue that there is a definite kinship between the work of traditional libraries and data archives. What is more, the gaps between the two are closing in some ways, so that it will become increasingly important for librarians to know about the work of data archives, whether or not they are themselves directly involved in accessing materials. I will return to this point briefly at the end of the paper. Before doing this, however, I will describe the work of data archives in some detail. Firstly I will show you what numeric data look like; secondly what archives do with them; and thirdly the role that librarians play in accessing these materials.

NUMERIC DATA

As librarians, you will deal with textual and bibliographic materials. Most of you also use computers, to a greater or lesser extent, as a means of controlling, disseminating and exchanging information relating to the contents of your libraries. Numeric data, however, look quite different in their raw state from what you may be used to, viz:

```

.ty d149.dat
1012018932222221223 23123112 3 1 3 3111122121624144153513 181
20120189 000000 00 0000000010 0010
1008011933121112123 21233123 4 2 2 2111122123424144111513 181
20080119 000000 00 1000000000 0011
1008012055431111223 11252121 3 2 3 11111221241241&521152 141
20080120 000000 00 1000000000 0000
1008011743321121113 11143111 3 2 1 111112212342414211322 161
20080117 000000 00 0000000000 0000
1008010924311112113 11144112 4 2 3 3122211624421114153513 151
20080109 000000 00 1000000000 0011
1043070854131121113 21255125 3 3 3 3111112123120335211411 151
20430708 000000 00 1100000000 0010
1043070634421121223 21143112 6 2 3 3111122124410333213513 191
20430706 000000 00 1000000000 0111
1043070713444411114 513214626 6 3 3 33111334247221251527 3 232
20430707 000000 00 1000000000 0011
1043070532331112223 15155111 1 2 1 3111122121625151154311 171
20430705 000000 00 0000000000 1000
1004004734312112215 23243323 6 2 2 311112211332314215142 131
20040047 000000 00 1000001000 0000
1043071454221111123 12133213 2 2 3 1211111143314245231512 131
20430714 000000 00 0000100010 0001
1043070232221112215 23215325 2 2 3 311111143431838625312 221
20430702 000000 00 0000000010 0000
1024039255431122215 21251121 4 2 3 122222213441838621312 111
20240392 000000 00 1000000000 0000
1003002943331211115 13234122 5 1 3 311112312542838615322 111
20030029 000000 00 1010110000 0000
1003003054321111213 11142111 3 2 3 322111112441033521352 111
20030030 000000 00 1000000000 0000
1003003155121111224 311253122 5 2 3 31111221126 414111352 141
20030031 000000 00 1000000000 0000
10030032532111112111 11133111 3 2 3 111111112341423621142 111
20030032 000000 00 1000100000 0000
1026041732112212213 23223321 1 2 3 1111111122414244153412 171
20260417 000000 00 1010001000 1001
1026041943131111223 13132315 4 1 2 211112212222515515342 181
20260419 000000 00 1000000100 0000

```

These numbers represent, in a translated or 'coded' form, responses to questionnaires such as the following:

JOB NO.		NATIONAL SURVEY					RAY 2ND E 3RD, 1981
NSW & ACT	VIC	QLD	SA	WA	TAS	NO. 1	
11162	11163	11164	11165	11166	11167		

INTERVIEW NUMBERS: Enter interview numbers from applicable label on front of Call Sheet In the centre box, circle 'M' if MALE respondent, 'F' if FEMALE	INTERVIEW NUMBERS						INTERVIEW TIMING
	(1)	(2-4)			(5-6)		ENDED AT
	1			Circle M F	A		COMMENCED AT
							TOTAL TIME

OFFICE USE: **H**

APPROACH: "GOOD MORNING/AFTERNOON. I AM (...) FROM THE BEACON RESEARCH COMPANY. WE ARE CONDUCTING A PUBLIC OPINION POLL IN CONJUNCTION WITH MELBOURNE UNIVERSITY ABOUT SOME OF THE IMPORTANT ISSUES FACING PEOPLE THROUGHOUT AUSTRALIA. IT IS MOST IMPORTANT THAT WE TALK TO A CROSS-SECTION OF MEN AND WOMEN WHO ARE ACTUALLY ENROLLED TO VOTE."

CHECK SEX QUOTA: "FOR THIS INTERVIEW I NEED TO TALK TO A MAN/WOMAN LIVING IN THIS HOUSEHOLD WHOSE BIRTHDAY COMES NEAREST TO TODAY'S DATE AND WHO IS 18 YEARS OF AGE OR OLDER."

If Respondents Available check: "IS HE/SHE ENROLLED TO VOTE ?"
 Repeat Approach to Respondent if Necessary

"THERE HAS BEEN SOME DISCUSSION IN RECENT MONTHS ABOUT THE ADVANTAGES AND DISADVANTAGES OF AUSTRALIA'S CLOSE TIES WITH THE UNITED STATES OF AMERICA -"

"THINKING ABOUT AUSTRALIA AND THE UNITED STATES -"

0.1(b) "CAN YOU NAME ANY OF THE UNITED STATES COMMUNICATION BASES IN AUSTRALIA ?"

IF Nec: "WHERE ARE THE BASES LOCATED ?"

DO NOT PROMPT

NORTH WEST CAPE	1
PINE GAP	2
MULLUNGUR	3
SMITHSFIELD	4
OTHER (Specify)	5
.....	6
DON'T KNOW ANY	7

(b) "IN FACT, THERE ARE FOUR UNITED STATES COMMUNICATION BASES IN AUSTRALIA - DO YOU FAVOUR OR OPPOSE THE PRESENCE OF SUCH BASES IN AUSTRALIA ?"

FAVOUR	1
OPPOSE	2
DON'T CARE	3
DON'T KNOW/NOT ESTABLISHED	4

(c) "RECENTLY, THE GOVERNMENT DECIDED TO ALLOW THE UNITED STATES TO USE DARWIN AS A LANDING BASE FOR THEIR B52 RECONNAISSANCE AIRCRAFT - DO YOU -"

READ OUT ALL 3 STATEMENTS

1. AGREE WITH THIS DECISION	1
2. DISAGREE WITH IT	2
OR	
3. DO YOU HAVE NO VIEW ON IT	3
DON'T KNOW/NOT ESTABLISHED	4

In the above case, responses to Question 1(b) are coded into the numeric responses 1-4, which are then keyed into a data file which is stored in computer format (for example, on disk or magnetic tape). The raw data are then ready to analyse, via the use of various statistical processing packages.

THE MEDIUM

In contrast with the development of traditional libraries, the history of data archives presupposes the existence of the computer. The computer not only expands the potential for storage and recovery of information, but it has the capacity for manipulation of data. With the use of the computer, therefore, it is possible to select out individual elements from the whole, and secondly to rework them into a desired end product. Many of you will be familiar with such a process through conducting sdi searches. In the numeric data context, similarly, it is possible to select out specified 'variables' and rework them in tabulated form. Continuing our example, let's suppose that we want to find out whether there is a difference between the opinions of men and women on the question of the presence of United States communication bases in Australia. One might 'run' the variable relating to Question 1(b) ('Q1B') against the gender variable 'SEX', to produce the following table.

ATTITUDES TO U.S. BASES IN AUSTRALIA			
	Total (2000) %	Men (1005) %	Women (995) %
Favour the presence of US bases in Australia	60	65	55
Oppose the presence of US bases in Australia	22	21	23
Don't care	11	9	13
Don't know	7	5	10

This type of table you would recognise as a statistical table, and some of you may be involved in accessing statistical materials in summary report form from the Australian Bureau of Statistics. (Debbie Neuhaus' paper later in this seminar will address this topic in some detail.) What I have illustrated in a much over-simplified way, however, is the process involved in producing the tables from the raw materials collected in the form of surveys and similar research methods. This is part of the process of data analysis, and the work of the data archive is to collect data sets (surveys, etc.) which have already been produced by academic, government and commercial researchers, and make them available in usable form for the purpose of further ('secondary') analysis.

THE DATA ARCHIVE MOVEMENT

Some overseas data archives have been established for decades, the earliest being the Roper Public Opinion Centre in Massachusetts, opened in 1946. The major development, however, was in the sixties and seventies, with many archives established in the USA, Canada and Europe. The largest and best-known of these is the Inter-University Consortium for Political and Social Research (ICPSR) at the University of Michigan.

Two Australian universities had access to overseas data through membership of ICPSR dating from the sixties and in 1976 a parallel body known as the Australian Consortium for Social and Political Research Incorporated (ACSPRI) was formed to establish a national membership of ICPSR.

It was not until 1982 that the first centralised, nationally-oriented data archive service was

established in Australia. The Social Science Data Archives was established within the Research School of Social Sciences at the Australian National University, with a brief to acquire, maintain and disseminate Australian data for the purposes of secondary analysis. In addition, it serves as the secretariat for ACSPRI, the membership of which includes most of the universities, some colleges of advanced education and several other research institutions. Overseas data sets are acquired regularly through ACSPRI membership of ICPSR, and also through exchange agreements with several other archives.

So far, some 400 Australian data sets have been acquired from government sources, from academic research institutions, and from the private sector. The main source of government data is the Australian Bureau of Statistics, and the SSDA holds census data for all censuses from 1966 to 1981. Other examples of ABS surveys held are the Australian Health Survey 1977-78, several Health Insurance Surveys, the 1981-82 Income and Housing Survey, and Australian Families 1982. The SSDA also receives data from the Institute of Family Studies, the Institute of Criminology, the Bureau of Labour Market Research and other government and government-funded agencies, both federal and state. From the academic sector, the SSDA receives a wide variety of studies, from large national surveys of values and attitudes to small studies more limited in focus but nevertheless valuable. The private sector is represented primarily by opinion polls; Australian Gallup Polls and polls conducted by the Age newspaper. Some of the Gallup Polls date back to 1943, giving the researcher scope for following trends.

DATA ACQUISITION

When data are deposited with a data library they are not always in an immediately usable form. This is because of a failure on the part of data producers to recognise the value of data for future use. We all 'know', in contrast, that books describing the results of research are important, and these books generally find their way onto library shelves as a contribution to society and a service to those who wish to pursue the topic. Unfortunately, the original data on which the book was based are rarely organised into such a neat and tidy record.

Let me give you an example from nearly ten years ago, when I made my first crude attempts to acquire data for deposit. At that time I was searching for a particular data set on the topic of religion and religious beliefs in Australia which was, and remains, the only major collection of its kind in the country. The data were originally collected in 1966 and stored on cards (you may remember these as 'IBM cards'). So, after considerable inquiries I found myself in an old garage in a far-flung corner of the Australian National University campus, doing battle with armies of silverfish for the remains of thousands of IBM cards stored in boxes. I lost; the data apparently were gone. This story, however, had a happy ending. The missing IBM cards were finally tracked down in 1985, the data transferred onto permanent computer disk storage, and the study is now available for public use. Many such data sets, however, both those as old as the one I described and those much newer, are no longer available because they are effectively trashed after the original collectors have used them to produce

their written research reports.

One might ask why there is a necessity to keep the original data, once the report has been written. The answers are much more readily accepted now than they were ten years ago. The financial implications are perhaps the most obvious. A large-scale survey, for example, can cost tens of thousands of dollars and it is irresponsible to throw away something which is that expensive to produce and which is also capable of being re-used. The latter point is critical. Data consist of a collection of statistics which in themselves are without meaning, and which require manipulation and interpretation in order to render them meaningful. Data sets can be combined and interpreted in many ways and are therefore a valuable resource for both contemporary and historical analyses.

PROCESSING DATA FOR PUBLIC USE

Two distinct but related processes are applied to data sets deposited with the archive. The first of these applies to the physical data; the second involves the production of methodological and bibliographical descriptions of those data. Processing of the physical data is a specialist task and there have been debates about whether social scientists are the appropriate category to do the job, or whether librarians could or should do it. Whatever the answer, the practical matter of fact is that in most cases social scientists in specialised data archives do it.

The procedures applied to the data involve translation into a computer format compatible with local conditions, 'cleaning', and making copies available to users in a format compatible with their local computer facilities. 'Cleaning' generally refers to one of two processes.

The first involves removing errors such as out-of-range codes. An example might be as follows; where the valid range of codes for 'sex of respondent' is from 0-2, and where another code (maybe '3') appears without explanation, producing case totals as follows:

Variable: SEX	
1. Male	299
2. Female	326
3.	1
0. Not known	14
Total cases	640

This is clearly an error, and it probably occurred either at the time the original questionnaires were coded, or when the codes were keyed into the computer. The second type of error relates to 'logical' inconsistencies in the data. Logic checks are very time-consuming to conduct, and are not done if it can be avoided. It is also assumed that the original collector of the data will have conducted these checks in the interest of confirming the validity of the data concerned. An example of a logical error of this kind might be the appearance of a case where a male respondent aged 4 years is married with three children. This is obviously not possible! One such case in a data set of several thousand cases may not be problematic, but the appearance of a number of cases may point to a systematic error caused at some stage in the coding or keying process, and this could dramatically alter the interpretation of the data.

The second phase of data processing involves the production of materials designed to render the physical data usable. Foremost amongst these is a 'user's guide' (see attachment 'A'), which gives a detailed methodological and historical description of the original production of the data, conditions applied to the reuse of the data, a summary of the codes used, and a copy of the original questionnaire. Other documents describe the physical (computer) format of the data, any known errors which have not been removed, and so on.

ACCESSING MATERIAL

None of these data would be usable, however, if the information about their existence was neither catalogued nor indexed. Towards this end, the SSDA produces its own data catalogue, as do other data archives. Additionally, the data sets are catalogued for entry to the ABN network, and this is a 'first' for Australia. The SSDA developed a prototype catalogue entry for machine-readable data files and their accompanying documentation based on AACR-II principles, and this provides the mechanism of distribution of information to a whole range of users, not just those who are accustomed to using original data.

The librarian or potential data user can consult these sources, and in addition there are many other sources of information about data (see attachment 'B') which have been archived, or research projects where the data may still be in the hands of the original producer (eg. an academic researcher). In the latter case it may be possible to approach the producer directly, though it is often possible for the archive to arrange for the deposit of the data set and thereby make it available for public use through their centralised services.

CLOSING THE GAP: NETWORKING

I suggested at the beginning of the paper that the gap between librarians and data archivists is closing. Although it seems unlikely that librarians will take over the technical processing of numeric data files, the links between these two types of information management systems are becoming more obvious as computer technology advances. It is now theoretically possible through computer networks to access both types of information in one sitting. Let me illustrate with a fairytale perpetrated by some data archivists years ago, but which is now an imminent reality.

The story reads something like this. Professor A.N. Other walks into the Institute of Criminology library to establish levels of tobacco and alcohol use amongst school students. On the library's dial-up access to ABN she finds that the Social Science Data Archives hold comparative data for the year 1983 for students in schools in Sydney, Melbourne and Adelaide. She also finds that the data are available for immediate use and held on-line on the SSDA host computer, the DEC-10 at the Australian National University. Using the Statistical Package for the Social Sciences (SPSS), also available on-line from the DEC-10 computer, she selects the appropriate variables from each of the three comparative data files, produces the required statistical tables, prints them off on the printer adjacent to the computer terminal, and walks out 30 minutes later with the required information under her arm.

The reality is that such a network possibility is now not only technically feasible but is almost with us as a service. The automated cataloguing and dissemination

of bibliographic information is well developed by librarians and the mechanics for parallel availability of the numeric data files are being worked out actively by data archives. The ESRC Data Archive at the University of Essex, for example, has recently linked up to an inter-university computer network via British Telecom and thereby, pending some problem-solving about network access, will soon be offering the Archive's holdings on-line to most computer analysts in the UK. This will work through bibliographic searches of its own holdings indexes; 'downloading' or transfer of its data files to users' installations, and analysing data on-line using the Archive's host computer at the University of Essex.

THE LIBRARIAN'S ROLE

The advisory role of the librarian is to differentiate those requests for statistical data that can be satisfied through published reports (for example, ABS publications), from those that require hands-on analysis of numeric data files. On most occasions, the former will suffice and it is a much quicker solution to the client's inquiry. If published tables are not available, however, and the client wishes to conduct an in-depth analysis on a particular topic, it will be worthwhile advising the person of the work of data archives and location of the nearest relevant access point (ie. indexes to the data and the data archives).

Secondly, in terms of shelf stock it would help if librarians could identify which of their statistical publication holdings refer to the availability of original data sources, and where possible purchase a copy of the relevant data user's guide. This should be shelved adjacent to the statistical publication, so that the availability of both products is immediately obvious to the client.

THE MICROCOMPUTER, ABN, AND CRIMINAL JUSTICE DATABASES
DEMONSTRATIONS AND DISCUSSIONS

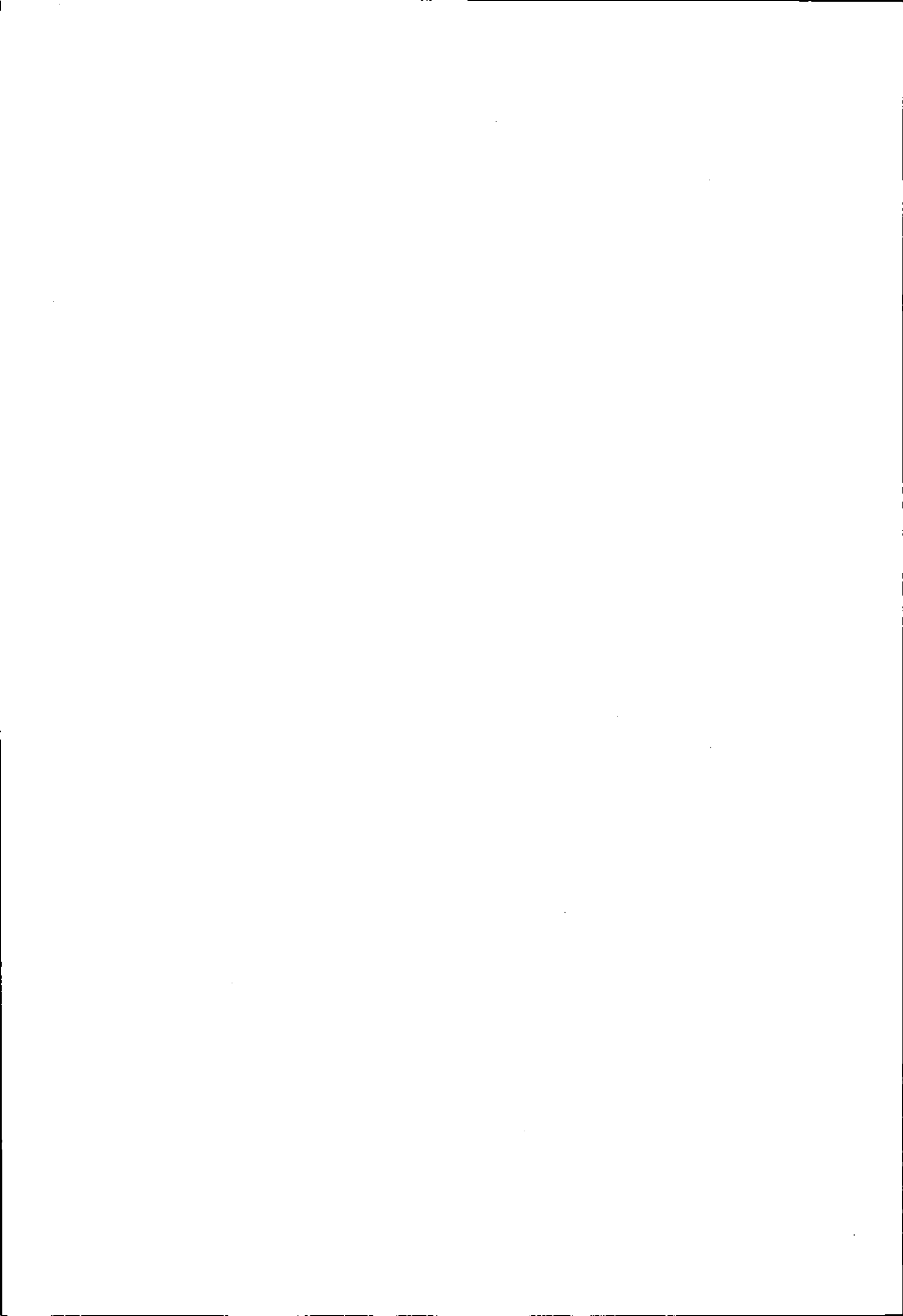
Automation and resource sharing had been the main themes of our previous Seminar for Librarians in the Criminal Justice System in 1984. For the larger libraries this had become the norm, but for the smaller, poorer libraries many of the topics discussed had seemed almost irrelevant to their situation and problems.

The past couple of years has seen a very significant change. The technology of the microcomputer, the PC, has put these developments within the financial reach of nearly every institution, and this was reflected in the discussions. Glenn Sanders explained that any PC can be a dumb terminal for an ABN leased line participant, or for any of the dial-up databases, and he even suggested strategies for winning over management. As soon as any department or institution acquires a PC, begin to muscle in, he said, first with word processing - the long report, or serials list which is going to be the subject to a lot of change. Then, by acquiring the communications software and a modem with comparatively little further financial outlay, start accessing the databases, AUSINET, CLIRS, ABN. Finally an aggrieved management will realise that the library is using 'their' PC for 7 out of 8 hours every day.

The foreshadowed changes at ABN, particularly the facility for dial-up customers to add holdings, brings network cataloguing closer to the small library. Only down-loading from ABN is likely to be beyond the capabilities of a PC.

Happily, the J. V. Barry Memorial Library was able to demonstrate all that Glenn Sanders had said about PCs, having acquired our IBM XT about a year before. Indeed, PC demonstrations before and after every session, at lunch times, early morning and late afternoon became a feature of the Seminar! We had been dial-up customers of AUSINET, SCALE, DIALOG and ABN for a year; had just become ABN participants; used a word processing package, Multimate, even for inputting data to our own database CINCH on AUSINET (by converting our disk to ASCII); and also used a records management package, dBASE III. Many of our library functions, however, are not yet automated.

In addition to the several papers on databases relevant to the criminal justice system printed here, David Grainger, Senior Reference Librarian at the High Court of Australia, gave a talk and demonstration on THE USE OF CLIRS : HOW TO SEARCH LEGISLATION AND CASES. Being largely a blackboard and chalk operation, the paper isn't suitable for publication, but the airing of problems and pitfalls by regular users, and the advice they received, was much welcomed.



MINING FOR CRIMINOLOGICAL ORE - A USER'S PERSPECTIVE*

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When I delivered the keynote address at the first of these biennial seminars in 1977,¹ I was concerned to promote the establishment and expansion of specialist criminological library collections in Australia and to see the development of formal and informal links between the various, often isolated, libraries and librarians serving the criminal justice system in this country. My motive was partly selfish and partly altruistic. As a professional teacher and researcher, and one who had been spoilt by the quality of North American libraries, I wanted the institution at which I was to work to have the best resources I could get. But also, as an Australian interested in criminology's coming of age in this country, I wanted to see Australia-wide links forged between criminal justice libraries wherever they might be, whether in universities, government, or the private sector so that everyone working in the field of crime, irrespective of their location in Australia, could have ready access to information about what was happening in this country and overseas in their own area of criminological interest.

Having been again invited to speak to librarians in the criminal justice system, I am able to review the past eight years to see to what extent users have benefitted from the realization of those early aspirations. Obviously this seminar series has continued as a permanent vehicle for the interchange of ideas between librarians servicing this field. The existence of such a regular forum is of great value to users - albeit indirectly. Effective cooperative ventures between libraries can only take place if built upon personal contact, mutual respect and trust. Because those attending these seminars constitute a small group, contact can be more easily maintained and links nourished despite the inevitable changes in personnel in individual libraries. There are, however, two complaints that a user might make about those who attend these seminars and the seminar programmes themselves. The

first is that so few librarians in the criminal justice field have qualifications in criminology itself. Users benefit enormously if the staff of the library have an in-depth knowledge of the field. While this may be acquired by an appropriately long period of servitude in the library itself, one would like to see, as so often occurs in North America, librarians taking up undergraduate or graduate studies in criminology, preferably with the encouragement and assistance of their employer.

So far as the seminar series are concerned, it is noticeable that though each appears to have a theme and ends up with a series of specific resolutions calling for action on a number of fronts, there is no attempt at each succeeding seminar, as far as can be ascertained from the published proceedings, to provide an accounting of the action or inaction in these areas in the preceding two years and to pursue with vigour those matters which were thought to be worthy of action at previous meetings. For instance, the first seminar series resolved that Australian criminological libraries should established both a union catalogue of monograph holdings and a union list of serial holdings.² Both were to be maintained by the Barry Memorial Library here at the Institute. The catalogue of monographs was to be established by the Barry Library staff and the list of serial holdings was to be prepared by the Monash University Law Library. This was done. The value of maintaining such a union catalogue and list has been reaffirmed at subsequent seminars but, even though the continuation of this service is now seriously under threat, there is no specific listing of that topic for discussion in the present programme. Similarly, the first seminar made recommendations regarding the setting of standards for prison libraries in Australia,³ an idea taken up with some vigour at subsequent seminars and elsewhere.⁴ Indeed the last seminar extended this concept to the setting of standards for police libraries and court libraries and there was also to be a survey of prison libraries and an approach to the Criminology Research Council for funds to approve a project for standard setting in prison libraries.⁵ None of these appear for further report, discussion, or action in the current seminar programme. The undertaking of these projects and the implementation, to any extent, of the standards thus ultimately enunciated, would be of considerable benefit to all classes of end user.

The network of criminal justice librarians and dedicated users has been influential in keeping alive the Australian Institute of Criminology

Information Bulletin of Australian Criminology and has offered consistent support for the setting up and computerization of Australian criminological reference material through CINCH. You will recall that the Information Bulletin found itself in dire straits in the early 1980s and actually ceased publication for two years between June 1982 and June 1984. Advice has been sought and offered at each seminar on the direction in which CINCH should move. Its commercial availability through AUSINET, though obviously not as satisfactory to users as the free access that was previously available, is a recognition of the coming of age of CINCH. Its full potential has not yet been realized and the feedback from users which is being sought at these seminars must continue.

I came to the first seminar full of optimism and encouragement for the advancement of criminology in Australia. I have no reason to abandon that state of mind. At that time, I had behind me the experience of having been the Chairman of the Library Committee at the University of Toronto Centre of Criminology for four years. The librarian and I worked enthusiastically to build up Canada's first major collection and, with the Director of the Centre, battled the central library administration to prevent the criminology collection being absorbed into and lost among the five million or so volumes in the main library. The University of Toronto criminology collection remains the best of its type in Canada. It still is separately funded and staffed and, though physically located within the main Robarts library building, it still exists as a separate unit with its own highly knowledgeable staff.

On returning to Australia, at the end of 1972, I saw similar possibilities for a criminology library at Monash University (particularly since the Melbourne University Criminology Department had largely neglected its duty and opportunity to set up a major library based in Melbourne). However, at Monash, the University was not interested in a separate department or centre of criminology and there was no chance of creating a completely independent specialist library. Unlike the strongly sociologically oriented United States schools of criminology, Australian criminology has emerged primarily as an adjunct to law teaching. This is true at Melbourne, Sydney, Monash and Latrobe. At Sydney and Monash, criminology reference and research collections have had to grow within the fabric of the law branch library. At Monash, generous funds were granted by the Victoria Law Foundation for the purpose of purchasing core materials and the collection has been steadily

growing since 1973. It still competes in size and quality with that maintained here at the Institute. What is missing is the sophisticated level of criminological subject knowledge in its staff. That, of course, is the direct consequence of them having to serve a much larger and diverse user population, only a small part of whose interests are criminological in nature.

Though Victoria is seeing the assembly of yet another criminology collection - this time within the Borchardt Library at Latrobe University funded by the Victoria Law Foundation in support of the Department of Legal Studies master's programme in criminology - the halcyon days of empire building and open cheque books have largely passed. Library budgets are squeezed both externally and internally. Not only are total allocations for acquisitions shrinking in real terms, but also the balance between expenditure on monographs and on serials is being seriously distorted as the monograph budget is swallowed by continuing commitments to the preservation of the periodical collection.

In recognition of this atmosphere of restraint, and in sympathy with those smaller libraries, particularly ones serving law schools or departments, legal practitioners, or law reform bodies, and those which do not or cannot realistically have aspirations to becoming major criminological collections, the focus on my address today is a user's view of the better research tools that libraries might use to help their enquirers find the gold amongst all the criminological dross. My views must, of necessity, be coloured by my lawyer's interest in criminological material, but they are the result of a quarter of a century of hanging around criminology libraries and being a nuisance to librarians.

As a prelude to my list of research tools, let me address the question of what relative weight should be assigned to the various elements of a criminology library. In the past thirty years or so, changes in criminal justice policy and practice have been much more the result of the impact of reports of committees of inquiry, royal commissions, advisory bodies and the like, than of the influence of the world of published academic ideas. However useful it may be to have shelves full of brilliant and contradictory ideas for pedagogic purposes, sooner or later the library will be called upon to help its users find out what is actually going on in the system and what changes are afoot. To this end, those who have little to spend on acquisitions are

advised first to consider the purchase of all state and federal government reports and publications which touch upon reform of criminal law and procedure, problems in investigation and policing, court administration and trial processes, sentencing reform and the administration of prison, parole, and other correctional services. Where priorities have to be set, this type of material should be collected ahead, if necessary of texts and periodicals.

Particularly important amongst this group of government publications are the statistical sources. The search for official statistical information on crime and its treatment is hampered by the fact that the data is fragmented amongst the annual reports and other publications of a large number of federal, state and territorial agencies. In Victoria alone, it is not difficult to find some twenty different sources of statistical data on the criminal justice system and even more if one counts sources of data relating to mental health and child welfare. Hitherto, it has been difficult enough to simply identify the major current sources of official statistical data on crime and the treatment of offenders in this country without having to begin to face problems of the interpretation, reliability and comparability of what has been recorded. Fortunately, the Australian Institute of Criminology has, since its inception, recognized the need to both generate useful statistics and to set standards for the collection of national criminal justice information. Its annual national prison census undertaken since 1982 gives the most thorough national picture of who our prisoners are and why they are being held. Its most recent contribution is the publication, in late 1985, of the reference report Current Sources of Australian Criminal Justice Statistics compiled by Debbie Neuhaus while she was temporarily seconded to the Institute from the Australian Bureau of Statistics. Her 417 page report is an essential reference tool for all those trying to identify where the key pieces of the statistical jigsaw are to be found for it not only lists published sources of criminal justice statistics in Australia, it also provides a detailed description of the contents of each statistical publication and its weaknesses.

Though textbooks will always represent a major component of any criminology library, and are published in swelling numbers, there is a great deal of repetition in their content and their quality and usefulness varies markedly. In this age of innovation, they suffer from a minimum one or two year lag in describing contemporary developments. Australian texts on criminal justice topics are, fortunately, relatively few in number when

compared with the United States output, but they are predominantly of a high standard and are sufficiently scholarly (or the Australian cultural cringe is still so well entrenched) as to inevitably contain copious references to corresponding overseas writings. A library which is not aiming to systematically acquire criminological textbooks, or which cannot afford to do so, can, in my view, largely get by by restricting itself to Australian material and by buying in selected overseas texts only in response to direct and sustained user demand. Transient user interest in special topics can be satisfied through inter-library loans.

More up to date information is to be found in the periodical literature. This too is quite voluminous and of variable quality. Some 524 titles were listed in my 1977 Research Guide to Criminology Material.⁶ Again, fortunately, the most useful and prestigious journals are few in number and I have indicated my list of preferences below. Journals run about a year behind events - less so with monthly publications such as the Criminal Law Review. Though a week is a long time in politics, a year is not such a long time in the politics of criminal justice, as the record of the Australian Law Reform Commission in achieving reform in the areas of criminal investigation and sentencing will attest. Access to good abstracting and indexing services, either in hard copy or on-line, is vital if the periodical literature is to be mastered. Because so much pertinent material on government policies, institutional practices and reform proposals are found in government reports, one of the marks of a better retrieval system in criminology is whether it also includes this material as well. In this regard, APAIS and CINCH have the edge on overseas abstracting and indexing services.

Parliamentary debates and answers to questions (particularly those on notice) are a fertile source of information for persons, such as myself, engaged professionally in criminological trivial pursuits. It is a pity that the Information Bulletin of Australian Criminology has abandoned those listings for they do not appear in the normal current awareness services. Nonetheless, Hansard indexes will quickly provide a location for this type of material and now, in Victoria, as in the Commonwealth, each newly passed Act carries, on its last page, a note of the dates of the Minister's second reading speech in each House. Such a note is appended because the Interpretation of Legislation Act 1984 permits reference to extrinsic material such as parliamentary debates as an aid to resolving problems of statutory interpretation.

Of course the domain of criminology is not confined by law or by parliament. It draws, in an interdisciplinary fashion, upon many other fields and I accept in advance any reprimand from forensic scientists, medical practitioners, psychiatrists, psychologists, sociologists, educators, and management staff that, by focusing on the principal research tools in order of usefulness to someone concerned with legal and policy issues in Australian criminology, I have not done justice to their special perspectives. Nevertheless, the initial items listed under each of my major headings in what follows (see Appendix), remain the most important and useful research tools. They are to be found (or should be found) in any major law library and are, in any event, offered to criminal justice librarians as a user's guide to where next to develop the collection.

In conclusion, it is central to my advice on how to respond to requests for information in criminology, without having to maintain a large criminology collection, that there be recognition of the fact that criminal justice information is a national resource, but one scattered somewhat patchily across the country. This means that there must be a continuing willing cooperation between the various libraries servicing the different components of the criminal justice system to share their resources and specialist skills, even though this may mean that some will end up being net lenders. Further, there should be at least one library whose staff possesses a high level of subject knowledge in criminology to discharge a national coordinating role. Its own collection need not be the largest in the country, provided that it is able to monitor what is being held elsewhere and can provide information essential to the rapid location of relevant source material. This is the role that the Sir John Barry Memorial Library here at the Institute of Criminology has been carving out for itself. It is important, particularly in times of financial stringency, that those working in related libraries acknowledge the great value of that role and lend their support to it so that those funding the library and its own staff continue to see it serving a constituency much larger than the institution to which it is attached.

FOOTNOTES

- * Paper presented at the Fifth Seminar for Librarians in the Criminal Justice System held at the Australian Institute of Criminology, Canberra, 15-17 April 1986. The assistance of Rosemary Bunnage of the Monash University Law Library in the preparation of this paper is gratefully acknowledged.
1. Fox, R.G. (1978), 'The Role of the criminology library' in Seminar for Librarians in the Criminal Justice System, Proceedings - Training Project No. 63, Australian Institute of Criminology, Canberra, 3-9.
 2. Ibid. Appendix A: Resolutions of the Seminar.
 3. Ibid. Appendix B: Recommendations regarding standards for prison libraries in Australia.
 4. E.g. Brian R. (1980) 'Prisoners' access to legal materials' 13 A.N.Z.J. Criminology 29; Donahoo N. (1981a) 'Some issues in the provision of library services to Australian prisoners' in Parr G. (ed.), Seminar for Librarians in the Criminal Justice System, Proceedings - Training Project No. 63/2, Australian Institute of Criminology, Canberra, 30; Donahoo N. (1981b) Australian prison librarianship, Library, Department of Community Welfare Services, Watsonia, Victoria.
 5. Mugford, J. (ed.) (1984), Fourth Seminar for Librarians in the Criminal Justice System, Australian Institute of Criminology, Canberra, 47-8.
 6. Fox, R.G. (1977), Research guide to criminology material, 2nd ed., Australian Institute of Criminology, Canberra.

1. ABSTRACTING SERVICES

- 1.1 Criminology and Penology Abstracts. (Criminologica Foundation)
Vol.1 1961 - (Formerly published as: Abstracts on Criminology Vol. 9
1969 - Vol. 19 1979; Excerpta Criminologica Vol. 1 1961 - Vol. 8
1968)
Bi-monthly; international coverage of periodicals; classified
arrangement by broad subject headings (e.g. "victim",
"prevention", "penology", "penal reform", "psychopathology;
psychiatry", "anthropology; sociology, social work", etc.);
annual subject index and author index.
- 1.2 Criminal Justice Abstracts. (National Council on Crime and
Delinquency, New Jersey) 1968 - (Formerly published as: Crime and
Delinquency Literature 1968-1976)
Quarterly; arranged under broad subject headings e.g. "Crime, the
Offender and the Victim", "Crime Prevention and Control
Strategies". Each issue includes a cumulative general subject
and geographic index for the year. Also includes reviews and
research studies.
- 1.3 Police Science Abstracts. (Criminologica Foundation) 1973 -
(Formerly published as: Abstracts on Police Science 1973-1979)
Bi-monthly; international coverage on police science, forensic
sciences and medicine; classified arrangement into broad subject
categories (e.g. "police organization, police personnel, crime
control, police equipment, police power", "forensic medicine",
etc.) with sub-categories within these terms: annual subject and
author index.

2. INDEXING SERVICES

- 2.1 Information Bulletin of Australian Criminology. (Australian Institute of Criminology) New series Vol.1 No.1 June 1984 - (Formerly published as: Information Bulletin Vol.1 No.1 March 1974-Vol.3 No.4 March 1977; Information Bulletin of Australian Criminology, Vol.4 No.1 June 1977-Vol.9 No.1 June 1982) Quarterly; Australian and Australian related criminological material in Australian and international periodicals, newspapers and other publications received by the J.V. Barry Memorial Library at the Australian Institute of Criminology, Canberra; arrangement by broad subject headings. Each issue includes cumulative general subject, book review and author indexes. Also includes lists of current research, recent conferences and seminars, forthcoming conferences and seminars, J.V. Barry Memorial Library select list of accessions. Since 1985 available on-line through AUSINET.
- 2.2 Criminal Justice Periodical Index. (University Microfilms International) 1975 - Three times annually, first two issues are published in paperbound cover and the final cumulative issue is published in the beginning of the following year in hardbound format. Indexes over 100 criminal justice periodicals of U.S.A. origin with some Canadian and U.K. but no Australian journals; author and subject index. Available on-line through DIALOG.
- 2.3 Australian Public Affairs Information Service. (National Library of Australia) 1945 - Eleven monthly issues with an annual cumulation; the main subject index to current journal literature in the social sciences and humanities pertaining to Australia; also includes some of the important daily papers as well as conference papers; includes crime, criminology and related topics; author index. Since 1978 available on-line through AUSINET.

- 2.4 Law Reform Digest. (Australian Law Reform Commission) 1983 -
A digest of the reports of Law reform agencies in Australia, New Zealand and Papua New Guinea 1910-1980. Main subject heading of criminal law and criminology a list of reports by the respective agencies.
- 2.5 Attorney-General's Information Service (AGIS). (Attorney-General's Department, Canberra) 1974 -
Fortnightly; current information service provided for the legal officers of the Attorney-General's Department; lists new books; and abstracts periodicals subscribed to by the library; these include material on criminal law and criminology; subject arrangement "criminal injuries compensation", "criminal investigation", "drug control" etc.; six monthly cumulations. Last published volume 17 January-June 1983. Since 1985 available on-line through CLIRS.
- 2.6 Index to Current Information. (Parliamentary Library, Canberra; index prepared by Alert, Technical Services Section) 1973 -
Fortnightly, with annual cumulations; primarily for use of Senators and Members of Parliament; indexes periodicals and government documents from Australia, and overseas that pertain to Australia; abstracts arranged within nineteen broad subject areas e.g. "Drug Abuse and Crime - Australia", "Family Violence - Law and Legislation - Victoria", "Fetus - Law and Legislation - Australia". Includes Author, Journal title and Subject indexes; also indexes some radio and television programmes.
- 2.7 Current Law Index. (Information Access Company sponsored by the American Association of Law Libraries) 1980 -
Eight monthly issues, three quarterly cumulations and an annual cumulation; indexes 700 law periodicals selected by the Committee on Indexing of Periodical Literature of the American Association of Law Libraries; indexes are subject, Author/Title, Table of Cases and Table of Statutes; has specific subject headings with cross references and subheadings; see: "Criminal justice", "Administration of Criminal Law", "Criminal Statistics", "Sedition", "Homicide", "Conspiracy" etc.; indexes more

Australian material than the Index to Legal Periodicals.
Available on microfilm as Legal Resource Index.

- 2.8 Index to Legal Periodicals. (H.W. Wilson) 1908 -
Monthly; annual cumulations (1926-1979 cumulated triennially); indexes some 400 periodicals published in common law countries; subject/author arrangement with most specific headings used where possible; see particularly "criminal law", "criminal procedure", "criminal responsibility", "criminal statistics", "criminology", "prisons and prisoners" and "penology".
- 2.9 Criminology Index. (By Wolfgang M.E., Figlio R.M. and Thornberry T.P.) two volumes 1975
Covers research and theory in criminology in the U.S.A. between 1945-1972; indexes, books and journal articles, has source document, subject, (paired-word) and citation indexes.
- 2.10 Current Australian and New Zealand Legal Literature Index. (Law Book Company, Sydney) 1973 -
Quarterly listing of articles, case-notes, comments, committee reports, etc., (including those on crime) appearing in Australian and New Zealand periodicals and those published about these two countries in overseas journals; subject index, name index, case index lists books on Australian and New Zealand law; slow in publication.
- 2.11 Current Publications in Legal and Related Fields. (American Association of Law Libraries) 1953 -
Monthly except June, July and September with annual cumulations; monthly issues have only listing by author but annual volume includes the subject index; publication lists English language titles newly published throughout the world except India and Pakistan; many references to "crime and criminals", "crime ...", "criminal ...", "drugs", "drug abuse", "prisons", "juvenile delinquency" and "murder".

- 2.12 Index to Periodical Articles Related to Law. (Stanford University Law Library and University of Texas Law Library) 1958 -
 Quarterly with one decennial and several quinquennial cumulations; covers periodicals not included in Current Law Index, Index to Legal Periodicals and Index to Foreign Periodicals; beginning with volume 21 periodicals indexed do not include law journals or any periodicals that are directly law related; broad subject headings: "Crime and criminals", "Criminal law and procedure", "Psychiatry", "Trials", author index.
- 2.13 Index to Canadian Legal Periodical Literature. (Index to Canadian Legal Periodical Literature) 1961 -
 Cumulative quarterly; bound annual volume; decennial volume 1961-1971; quinquennial 1971-1975; has subject, author, cases and book review indexes; see particularly "criminal law", "criminal procedure", "criminal responsibility", "criminology".
- 2.14 Index to Foreign Legal Periodicals. (Institute of Advanced Legal Studies and the American Association of Law Libraries) 1960 -
 Quarterly; Bound into bi-annual then triennial cumulations. Indexes contents of main legal periodicals dealing with International law, Comparative law and Municipal law of all countries of the world other than U.S., British Isles and Commonwealth countries. Journals indexed from Australia are: Australian Year Book of International Law; Lawasia and Melanesian Law Journal; subject index has countries listed as subheadings under main subject; includes Geographical Index, Book Review Index and Author Index.
- 2.15 Excerpta Medica: Section 17 (Public Health): Forensic Science Abstracts. (Excerpta Medica Foundation, Netherlands) 1975-1980
 Classified arrangement with subject and author index; see particularly ss.2, 21, 23-32, 35-38; it covers journals dealing with penal law, crime scene investigation, forms of criminal behaviour, etc.; ten issues per year. Since 1980 available on-line through DIALOG.

- 2.16 Law Books Published. (Glanville Publishers) 1969 -
Supplement to Law Books in Print; Bi-annual with yearly
 cumulation author/title, subject/series and
 publishers/distributors approach; excludes serials, periodicals
 and government publications; includes guide to subject headings
 see subject index under "crime and criminals", "juvenile
 delinquency", "police", etc.

3. PERIODICALS

3.1 Australia

- Australian Crime Prevention Council Journal (Melbourne)
 Alternative Criminology Journal (Kensington N.S.W.)
 Australian and New Zealand Journal of Criminology
 (Melbourne).
 Australian Institute of Criminology Reporter. (Australian Institute
 of Criminology).
 Australian Institute of Criminology. Reports of Seminars (Canberra).
 Australian Journal of Forensic Sciences (Sydney).
 Australian Police Journal (Sydney).
 Criminal Law Journal (Canberra).
 Legal Service Bulletin (Melbourne).
 Reform (Sydney).
 Sydney University. Institute of Criminology. Proceedings (Sydney).

3.2 Canada

- Canadian Criminology Forum (Toronto)
 Canadian Journal of Criminology. (Formerly Canadian Journal of
 Criminology and Corrections) (Ottawa).
 Canadian Society of Forensic Journal (Ottawa)
 Criminal Law Quarterly (Toronto)

3.3 United Kingdom

- British Journal of Criminology (London)
 Journal of Law and Society. (Formerly British Journal of Law and
 Society (London))
 Criminal Law Review (London)
 Criminology (London)

Journal of the Forensic Science Society (London)
 Medicine, Science and the Law (London)
 Medico-Legal Journal (Cambridge)
 Oxford University Penal Research Unit. Occasional papers.

3.4 United Nations

International Review of Criminal Policy

3.5 United States of America

American Academy of Psychiatry and the Law Bulletin (Baltimore)
 American Criminal Law Review (Chicago)
 American Journal of Criminal Law (Austin)
 Criminal Justice and Behaviour (Beverley Hills)
 Criminology (Beverley Hills)
 International Journal of Law and Psychiatry (New York)
 Journal of Criminal Law and Criminology (Baltimore)
 Journal of Police Science and Administration (Chicago)
 Journal of Research in Crime and Delinquency (Hackensack)
 Law and Society Review (Beverley Hills)

4. GOVERNMENT PUBLICATIONS

- 4.1 WHITE, S. and EDWARDS, A. Criminology Materials in the Parliamentary Papers of Australia and New Zealand from 1901. (Australian National University, 1977).

A check and finding list of criminology material in the bound volumes of the Parliamentary Papers of Australia and New Zealand from 1901 to 1976. Separate listings for Federal and State jurisdictions and New Zealand of titles and locations of Annual Reports, Royal Commissions, Reports of Inquiries etc. Within main sections the Papers have been grouped under subject headings such as aborigines, censorship, courts, crimes, drug use, gambling, juries, police, prisons, probation, sentences etc.

- 4.2 Annual Catalogue of Australian Publications (National Library of Australia) 1937-1960 -

Annual; covers period 1937-1960; lists federal and state publications alphabetically by the departments.

- 4.3 Australian Government Publications. (National Library of Australia)
1961 - (Continues: Annual Catalogue of Australian Publications
1937-1960)

Quarterly with an annual cumulation; principal index of current Australian government publications, both federal and state; lists all official books, pamphlets, leaflets and serials issued in the current year and preceding two years; main sequence is arranged alphabetically under federal and state headings; the subject index includes title, author, series title and references.

- 4.4 Australian Government Publishing Service (Canberra).

- (1) Weekly List - titles published by the AGPS during the relevant period. Note. It includes publications published by government departments, though not by the AGPS.
- (2) Monthly List - as above but does not include departmental publications not published by the AGPS.
- (3) Bi-monthly Cumulative Microfiche - alphabetical index of titles, authors, government departments, committees and chairpersons.
- (4) Cumulative Annual Volume

- 4.5 BORCHARDT, D.H. Checklist of Royal Commissions, Select Committees of Parliament and Boards of Inquiry

Part I: Commonwealth of Australia 1900-1950

Part IA: Commonwealth of Australia 1950-1960

Part II: Tasmania 1856-1959

Part III: Victoria 1856-1960

Part IV: N.S.W. 1855-1960

Part V: Queensland 1859-1960

Chronological order; Provides a short abstract as well as citation details; alphabetical index includes Chairmen, Members of Royal Commissions, Boards of Inquiry and Select Committees of Parliament, and subjects.

- 4.6 CUSHING, F. Australian Federal Government Inquiries: 1 January 1980 to 31 July 1984 -

(Canberra, Reader Services and Reference Section, Library, Reference and Information Service, Department of the Parliamentary Library).

Chronological order; author/chairman index; title index. To be updated in August each year.

- 4.7 HAGGER, J. and MONTANELLI, T. Consolidated index to the checklists of Royal Commissions, Select Committees of Parliament and Boards of Inquiry held in the Commonwealth of Australia, Queensland, New South Wales, South Australia, Tasmania and Victoria 1856-1960 (La Trobe University, Library Publication No.19, 1980).

Alphabetical arrangement of Commissioners, Members of Boards of Inquiry or of Select Committees of Parliament, also by subject and persons who have been subject of inquiries.

- 4.8 ZALUMS, E. A Bibliography of South Australian Royal Commissions, Select Committees of Parliament and Boards of Inquiry 1857-1970. (Flinders University, 1975).

Chronological arrangement; subject/name index; abstract of each report; citations to parliamentary volume number.

- 4.9 ZALUMS, E. A Bibliography of Western Australian Royal Commissions, Select Committees of Parliament, and Boards of Inquiry 1870-1979. (Flinders University, 1980)

Chronological arrangement; subject/name index; abstract of each report; citations to parliamentary volume number.

5. COMPUTERIZED INFORMATION RETRIEVAL SYSTEMS

AUSINET Data Bases

Computerized Information from National Criminological Holdings (CINCH)

Covers Australian content in all fields of criminology including subject areas such as corrections, corporate crime, crime and criminals, court procedure, drug offenders, criminal law, law enforcement, legal aid, offences, parole, probation, police and policing, security, terrorism, victims, violence, etc. Source documents include journal articles, book reviews, monographs, monograph chapters, conferences, conference papers, research reports, discussion papers, theses, government documents statistical publications, unpublished material of scholarly nature including

ongoing research projects. Pre 1982 material is gradually being added. The hardcopy appears as Information Bulletin of Australian Criminology. (12,000 items, 1,200 added annually).

Australian Public Affairs Information Service (APAIS)

Covers current scholarly periodical literature and the social sciences and humanities published in Australia and selected periodical articles, conference papers and book and newspaper material on Australian economic, legal, social, cultural and political affairs. (12,000 items per year, updated monthly).

Australian National Bibliography (ANBB)

Books, pamphlets and journals published in Australia and deposited in the National Library under the Copyright Act 1968. Also government publications and overseas publications by Australians or with Australian subject content. (16,000 records per year, updated monthly.)

Australian Family Studies Data Base (FAMILY)

The database indexes published and unpublished material on family life and matters affecting families in Australia. Entries are drawn from journal articles, books, research reports, conference, government reports and statistical collections. Subject coverage includes such topics as family relationships, fertility, sexual attitudes and behaviour, family law and counselling.

Union List of Higher Degree Theses in Australian Libraries (HDEG)

This is the computer version of degree theses in Australian libraries first published in 1967 and on computer since 1975. Covers Masters degrees or Doctorates and includes holdings in libraries other than those of contributing universities where known.

World Reporter

Full text archive of news and current affairs information comprising items as broadcast, published or transmitted by The Guardian, The Washington Post, The Economist, Keesing's Contemporary Archives, BBC Summary of World Broadcasts, BBC External Services News, The Associated Press, The Asahi News Service. (Expensive to use).

DIALOG Data BasesNational Criminal Justice Reference Service

All aspects of law enforcement and the criminal justice system from police, courts, corrections, juvenile justice, community crime prevention to after care and rehabilitation. U.S. and international material. (65,200 records).

Criminal Justice Periodical Index

Indexes over 100 administration of criminal justice and law enforcement periodicals and journals. (107,000 records).

Child Abuse and Neglect

Ongoing research projects, bibliographic references, service programme listings, legal references and audio visual materials in the area of child abuse and neglect in the U.S. (13,800 citations).

Dissertation Abstracts

Subject, title and author guide to every American dissertation accepted at an accredited institution since 1861 when academic doctoral degrees were first granted in the United States. Also includes Canadian dissertations. All subject areas covered (851,000 citations).

Excerpta Medica

Abstracts and citations of articles from over 3,500 bio-medical journals throughout the world (2.7 million records).

Legal Resources

Indexes over 750 law journals including articles, book reviews, case notes and legal monographs etc. (175,000 records).

Medline (Also available in Australia through the Medlars system via the National Library)

A major source of biomedical literature corresponding to three printed indexes: Index Medicus, Index to Dental Literature and International Nursing Index. Covers articles from over 3,000 international journals covering 70 countries. (4.5 million records).

Mental Health Abstracts

Covers 12,000 journals from 41 different countries on all aspects of mental health. (463,000 records).

Public Affairs Information Service International

Contains references to information in all fields of social science including political science, banking, public administration, international relations, economics law, public policy, social welfare, sociology, education and social anthropology. Over 800 English language journals and 6,000 non-serial publications are indexed each year. It includes records indexed from French, German, Italian, Portuguese and Spanish publications. (233,000 citations). [See APAIS (Australian Public Affairs Information Service) on AUSINET for the Australian equivalent.]

Psycinfo

Covers the world's literature in psychology and related disciplines in the behavioural sciences. Over 900 periodicals and 1,500 books scanned each year. (473,000 citations).

Social Scisearch

A multidisciplinary database indexing every significant item from the thousand most important social science journals throughout the world and social science articles selected from 2,200 additional journals in the natural, physical and biomedical sciences. Includes many important monographs. Covers every area of the social and behavioural sciences. It offers a unique information retrieval technique in addition to the more conventional retrieval by title words or phrases, authors, journal names etc. - it is possible to search who has cited the work of a particular author and what has been cited. (1.4 million records).

Sociological Abstracts

Covers the world's literature in sociology and related disciplines in the social and behavioural sciences. Over 1,200 journals and other serial publications are scanned each year. (148,500 citations).

Other Data Bases

CLIRS

LEXIS

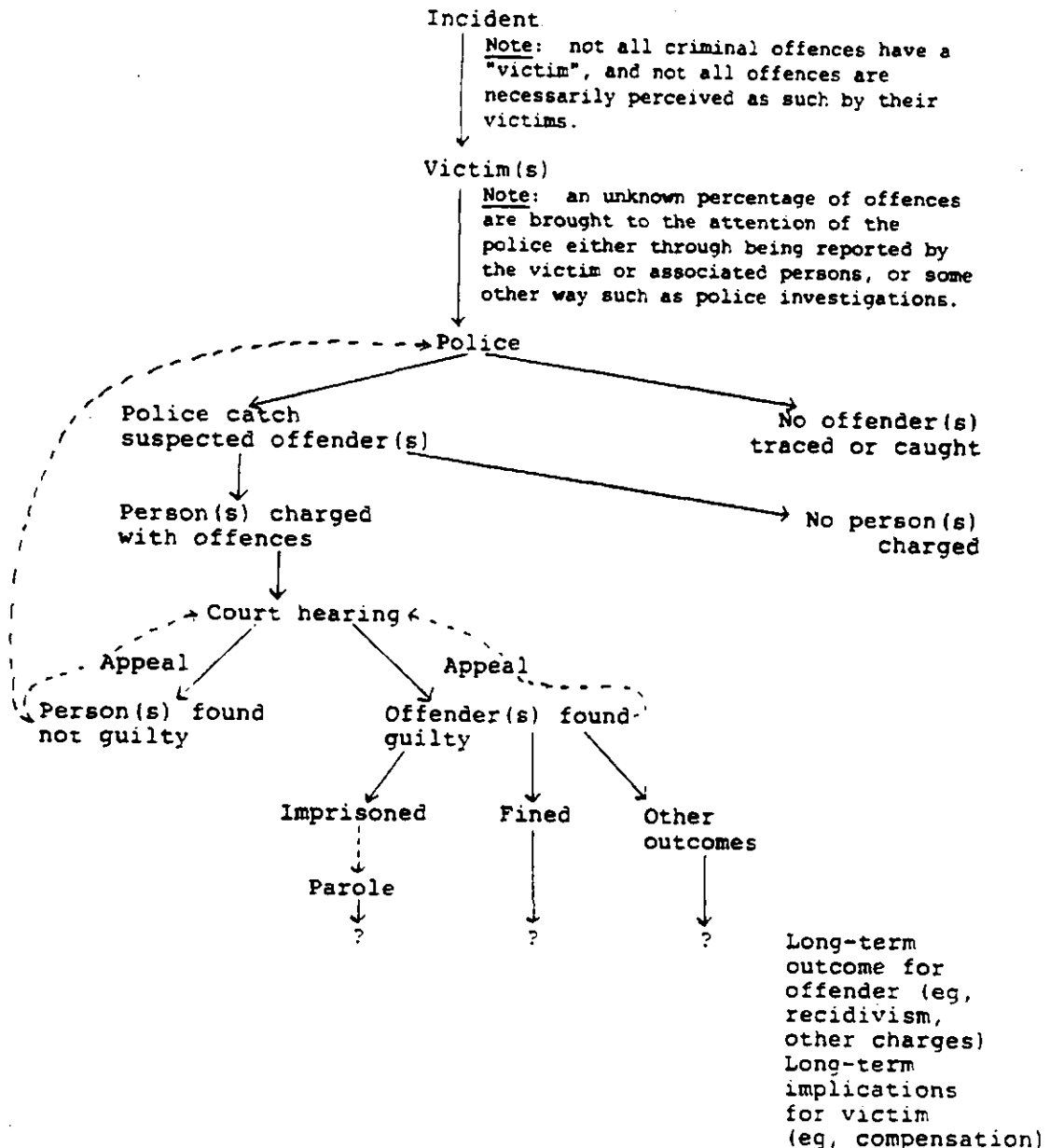
THE COLLECTION AND SOURCES OF AUSTRALIAN CRIMINAL JUSTICE STATISTICS

Debbie Neuhaus
Australian Bureau of Statistics
Sydney

1. THE CRIMINAL JUSTICE SYSTEM

The criminal justice system is a complex system with many different components and stages. Statistical data may be collected at a number of points throughout the system, and at each of these points different information is available on the various aspects of an incident.

The following diagram provides a simplified picture of the steps involved in this system, and hence the possible points at which data collection can take place:



2. TYPES OF CRIMINAL JUSTICE DATA

Statistical data relating to the criminal justice system may be generally separated into two broad categories:

- (i) Small scale research studies on specific issues, usually examining a non-representative microcosm of the whole (whether this be a certain offence, component of the system or whatever); and
- (ii) Statistical collections which purport to provide a complete representation on a particular element of the system (eg, a single component such as matters dealt with by a court, the incidence of a certain offence, etc).

This paper will focus on the latter category, and Section 4 discusses the sources of criminal justice data with respect to these types of statistical collections.

3. ROLE OF THE CRIMINAL JUSTICE LIBRARIAN

When confronted with a request for statistical data (on any topic) the librarian must first determine exactly what the information is that a person requires. They then need to be able to direct the enquirer to possible sources of these data, whether within their own library or elsewhere. If the information is not available then the librarian may be requested to assist with determining whether there are any alternative figures which may be useful.

Whilst this process appears to be simple and obvious this is by no means necessarily the case. People often do not know exactly what it is that they want, particularly if they are not familiar with what data are available, or will express a need for certain statistics which, when investigated, will turn out to be not what they really need. The librarian must therefore spend some time clarifying an enquirers needs and/or informing him/her of the availability of data. To be able to do this the librarian must of course understand both the methods of collecting criminal justice statistics and the possible data sources.

4. SOURCES OF CRIMINAL JUSTICE STATISTICS

The highly complex system represented above may be broken down into five major component parts which are points of data collection. These are:

- (i) Victims
- (ii) Police recorded data

- (iii) Courts
- (iv) Prisons
- (v) Other, non-custodial correction programs.

A sixth element, the offender, may also be identified as a significant part of the criminal justice system from the diagram presented above. Because offender-based data may be available from, and pertain to, a number of the different stages in the system, there is no one specific point at which offender-based data may be collected. However, the issue of sources of information on offenders, particularly juvenile offenders, is discussed in point (vi) below.

(i) Victims

Surveys of crime victims have become an important source of information on:

- . incidents which are not reported to the police, and the reasons for this non-reporting
- . the demographic and socio-economic characteristics of victims.

In Australia the only national crime victim surveys have been done by the Australian Bureau of Statistics (ABS), one in 1975 and a further one in 1983. However, some specific research studies looking at particular offences in a certain State or area have also been done by other bodies. The NSW Bureau of Crime Statistics and Research (BOCSAR) and the South Australian Office of Crime Statistics (OCS) have both reported on research which addresses the issue of the victims of criminal offences. Probably the main area in which victims studies have been undertaken is that of domestic violence and sexual assault. Individual researchers, women's organisations and various government bodies have investigated the incidence of such offences - often using the technique of a "phone-in". Whilst this methodology does not provide representative data, or measures of the true level of incidence of these offences, it can still provide valuable statistical information.

The two crime victim surveys done by the ABS have only been able to cover a small fraction of criminal offences, and hence only provide limited data from this perspective. The main limitations are:

- . only those incidents where the victim is an individual, as distinct from a business, are included. Thus details of thefts from commercial premises, robberies of pharmacies, fraud relating to the government or a business, etc, are not collected, and
- . only a small number of offences are covered. The 1983 survey encompassed the offences of break and enter, theft (of motor vehicles, household or personal property, or where violence was involved), assault and sexual assault.

Clearly some offences do not have an identifiable victim and therefore cannot be included in such surveys (eg, drug offences).

The data from the ABS surveys are available in publications issued by the Bureau, and further information can always be requested by contacting the contact officer listed on a publication. In the case of the 1983 survey the data tape containing the records of the individual respondents (but with all identifications removed to ensure confidentiality) will also be available for individual researchers to undertake their own tabulations and analyses.

(ii) Police Recorded Data

Obviously the source of data on criminal incidents recorded and dealt with by police are the police forces themselves. However, these data are available in a number of different publications. Firstly, each State/Territory police force or Commissioner of Police produces an annual report which includes some statistical information. The extent of, and details for, the figures presented in these reports varies widely although each report includes at least the figures on the number of offences reported and cleared. As well as these differences between what is available for each State or Territory, there are also often big differences from one year to the next in what is produced within the one jurisdiction as a result of changes in the laws, police procedures, areas of political interest, etc.

In addition, some police forces also put out special statistical reports (eg, Victoria), in some States the ABS publishes police statistics (eg, Queensland, Tasmania) and in South Australia the OCS publication 'Crime and Justice in South Australia' includes police figures.

Attempts to obtain nationally comparable police statistics have also been made in Australia over the last 20 years. From 1964-80 the ABS compiled statistics from each State/Territory on seven major offences, and published these in the ABS Yearbook. However, in 1980 attempts to revise and improve this series commenced, and this resulted in no such data being available for some years. A sub-committee of police commissioners was established in 1984 to rectify this situation and in 1985 the first set of national police statistics using a revised format was produced by the police throughout Australia.

(iii) Courts

The subject of court statistics will be dealt with in detail by Mr Pickerd and so shall not be covered in this paper. It is an aspect of sources of criminal justice data worth examining closely because courts are one of the most significant sources of criminal justice statistics, and it serves as a good example of the problems involved in collecting and disseminating these data. Although many of the issues appear to be unique to this area of the criminal justice system parallels with the collection of statistics from other parts of the system can be made.

(iv) Prisons

As with the police, the State/Territory government departments responsible for prisons (which are usually the Departments of Community Welfare Services, Corrective Services or Prisons), or the Controllers/Comptrollers of prisons, all produce annual reports which incorporate statistical tables with varying detail. Also, the ABS publishes prison statistics for Queensland and Tasmania and, up to a few years ago, for New South Wales. The OCS series "Crime and Justice in South Australia" includes a chapter on prison statistics and the Office of Corrections in Victoria puts out a quarterly report which presents quarterly prison statistics for that State.

In Australia prisons is one of the areas of the criminal justice system best covered at the national level. For some years now the Australian Institute of Criminology (AIC) has regularly produced a single sheet publication with basic monthly prison statistics for all States in Australia. In addition, since 1982, the AIC has co-ordinated a national prison census which has collected quite detailed information on prison populations as at 30 June. The Institute has then published the data for

Australia, which provides a "snapshot" of the situation at a given point of time. Each State may then undertake further analyses of its own data, and to date New South Wales and Victoria have issued some further publications with State-specific results of the censuses. The other sources of prison statistics must, however, be consulted if information on movements into and out of prisons, or the figures covering a period of time are required.

(v) Other, non-custodial correction programs

This is one of the areas of the criminal justice system which has undergone the greatest changes in programs available, and hence the statistics produced, in recent years.

There are a multitude of non-custodial correctional programs - some of which apply to all jurisdictions in Australia and some of which are State-specific.

The first category covers probation, parole and Community Service Orders (CSOs) - the latter having been gradually introduced throughout Australia commencing with Tasmania in 1972 and concluding with the Australian Capital Territory in 1985. Examples of State-specific schemes are the Intensive Personal Supervision by a Mentor and Intensive Neighbourhood Care schemes in South Australia, the Alcohol Education Program in Western Australia, Attendance Centres in Victoria, and after-care in New South Wales. Obviously no national data can be produced for such schemes, however, the data from each State/Territory on probation, parole and CSOs also cannot necessarily be combined to give a national figure due to the significant differences in eligibility criteria and conditions or methods of use of these schemes.

At the national level the AIC has for some time produced a one page publication of statistics (now called Australian Community-Based Corrections Data) with details on probationers, parolees and CSOs. In addition, a national census to obtain more detailed, uniform Australian statistics was co-ordinated by the AIC in 1985. The results of this study will be published by the Institute with each State/Territory also able to produce more detailed State-specific information if desired.

As with the other areas of the criminal justice system annual reports are a major source of data on

non-custodial corrections. In this case the reports of the parole boards and/or departments responsible for correctional services are the main ones to consult for statistics on these programs. In addition, in Queensland the ABS publishes some statistics on probation and parole; in Victoria censuses of the attendance centres have been undertaken in the last few years and the results published; and, the Victorian Office of Corrections quarterly report includes a section on community corrections.

(vi) Offender-based data

Information on offenders is collected at various points in the criminal justice system. However, there is no way that an offender-based statistical collection can be undertaken as they can pass in and out of the system at a number of different points. It is not possible to overcome this problem by undertaking a survey, as is done to obtain information on victims, as it is clearly not feasible to interview people to ask them about offences they have committed.

It is also very difficult to collect much detailed information on the offenders (eg, socio-economic background or historical data on criminal matters) at the various points where basic demographic characteristics of offenders are obtained because:

- (a) it is not a function of the police, courts, etc, to collect information other than that which is required for their own administrative purposes;
- (b) these agencies do not have the time or resources to undertake any extra work;
- (c) offenders would often be reluctant to provide accurate information to these agencies;
- (d) there is no system for tracking individuals through the different components of the system.

The only area in which statistical data are presented based primarily on a characteristic of offenders is in the area of juvenile offenders. Separate details of offences committed by young people and correction strategies for these offenders may be obtained.

The main sources of data on juveniles are the annual reports of the State/Territory government departments concerned with community welfare as they are responsible

for the welfare, care and custody of young offenders. Also the court statistics for Children's Courts obviously provide details specifically concerning juvenile offenders.

As the age of offenders, along with some other basic demographic information such as sex, marital status and country of birth, is recorded in the data collected in various components of the criminal justice system information on these characteristics of offenders are also sometimes available from these other collections.

5. USING CRIMINAL JUSTICE STATISTICS

The interpretation and use of all statistics, including criminal justice data, must be made with great care and attention to exactly what a set of data measures. Questions such as: how was the information collected; how were the incidents counted; who was included/excluded; what period of time does it refer to; and, what were the definitions used, must all be addressed.

The difficulty in answering questions such as these in relation to the Australian data are exacerbated by two significant aspects of the way such information is collected in this country.

Firstly, at each point of collection a different agency is involved (eg, police, court, prison) each of which has its own procedures, definitions, counting rules, data needs, etc.

Secondly, there is a separate, independent agency responsible for each aspect of the criminal justice system in each jurisdiction. As there are important differences between States/Territories in such matters as the laws, definitions (eg, the age at which an individual is legally an adult, or the age at which a young person can be charged with a criminal offence) and programs of corrections it is very difficult to combine data from different areas to obtain national figures, or to undertake valid comparisons between jurisdictions.

Whilst it is not the responsibility of the librarian to examine all these issues it is important to be aware of them, and the problems faced by researchers who wish to use criminal justice statistics.

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COURT STATISTICS - ANSWERING THE QUESTIONS

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My topic is court statistics.

I have been twelve years trying to come to grips with crime and justice statistics, particularly in crime reporting and court statistics. In all that time I have failed to find any authoritative statement on what such statistics are all about. Rather I find that even the basic definition of a crime index from the Dictionary of Sociology and Related Sciences - the entry by Thorsten Sellin - leaves me to conclude that I have no need to fear that I am bound by set definitions or rules when it comes to crime and justice statistics. This definition reads:

"Index, crime. A crime rate employed as an indirect measure of criminality. The total criminality is an unknown quantity; the recorded criminality includes only that part of the total which is known to the law enforcement, judicial, and penal agencies. It is assumed that in the case of certain types of offences, certain rates of recorded criminality may be used to measure not only law enforcement activity, but indirectly the trends, etc., of total criminality. Statisticians have paid little attention to the theoretical aspects of this problem and the concept of an index is therefore still crude.

I wonder in what other discipline it is left to Statisticians to determine user's needs.

Accepting the challenge the ABS in 1976 conducted a survey of users - not very scientific, but nevertheless highly informative - which provided information on the tasks for which users required information on courts and corrections, in particular, and in respect of those tasks the type of information required. We also received advice of the shortcomings of statistics and other information available. Based largely on the summation of those responses ABS drew up some draft proposals for national courts and corrections statistical standards. The courts proposals were reasonably acceptable, as were the proposed standards for institution-based corrections; but the proposals for community-based corrections received a pasting.

In 1980 ABS circulated what were termed "Final Proposals" for Courts. The Victorian Office of ABS were at the time considering computerising their manual courts collection, based on information from Police records.

We were fortunate that Office decided to implement the proposed national standards in designing a computer system which was taken on board by the Tasmanian and ACT/offices and has since been adopted in part in other States. The future looks rosy for having courts data from all States and Territories prepared to basic national standards.

An advance in crime and justice statistics which parallels the courts work is the finalisation of a national classification of offences. This classification which is now being prepared for publication has been accepted as a reasonably workable classification for statistical purposes which can be used in whole or in part, according to the needs of each agency. The classification, compatible with the draft classification known generally as "DANCO" will eventually enable a wider range of offences to be reported in comparable statistics

throughout Australia. It is becoming known as "ANCO".

A feature of the national courts system is that it allows full implementation of not only national standards but also of what we term State-specific items.

The standards divided courts information into two categories:

- . basic data items which are those which one would expect to appear on every court record; and

- . secondary stage items which relate to items, mainly demographic, which do not generally need to appear in court documentation.

Experience has proved the division to be correct in that very few of the secondary items are available and what are available are more often than not inadequately recorded. There are also doubts as to the degree of truthfulness in many cases.

Nevertheless from the basic items recorded in the collection to date there has been a wealth of information made available which has required summarising in order to be readily digested.

Having put in a plug for the courts statistics coming on line I now turn to the role of answering statistical enquiries about courts.

Always I seek from the enquirer the purpose for which the information is to be used. Unfortunately, when this is not available, as with the Parliamentary Reference area, the service I am able to give of necessity suffers. Occasionally, in fact too often for my liking, I find that the data are required to prove a point already made. In other words the conclusion has been reached without the necessary statistics. Often the statistics may not support the conclusions while at the same time they may not disprove the conclusions.

I find generally that the enquirer is not up on the intricacies of the subject. And this is what I am now going to address. It is essential that you grasp the different concepts for courts statistics.

The basic topics are offences, offenders and sentences. Within these topics and the cross-classifications which arise there are many traps for the unwary.

Dealing first with sentences, for an understanding of sentencing statistics is fundamental to the understanding of courts statistics, I ask you to note the distinction between a sentence and a sentence type. A sentence may comprise one or more sentence types. For instance - the sentence for an offence driving while exceeding the prescribed level of alcohol may be a fine, plus a bond, plus loss of driving licence - three types of sentence in the one sentence. ABS national tables show both sentences and sentence types. You need to know the precise nature of the exercise to guide the user to the correct tables. While on sentence types the national standards have included as a sentence type any condition to an order or sentence which leads to some administrative action. This applies in particular to orders for alcohol/drug rehabilitation action whether given as an order in their own right or as a condition of a bond. As yet other types of condition have not been included in the standards.

Sentences relate directly to offences. There are two basic offence counts - all offences and most serious offence. All offences gives the best data base for studying sentencing patterns. Most serious offence is deficient in that much data of value may be lost. Also there has yet to be determined a method of measuring the most serious offence which meets the needs of even the majority of users, let alone all users. The national courts system calls for data to be provided on each count of each offence. Thus the sentencing patterns

for each offence type can be studied in the sure knowledge that you have all the information. Period of sentence, value of fine, etc are available for tabulations relating to all offences.

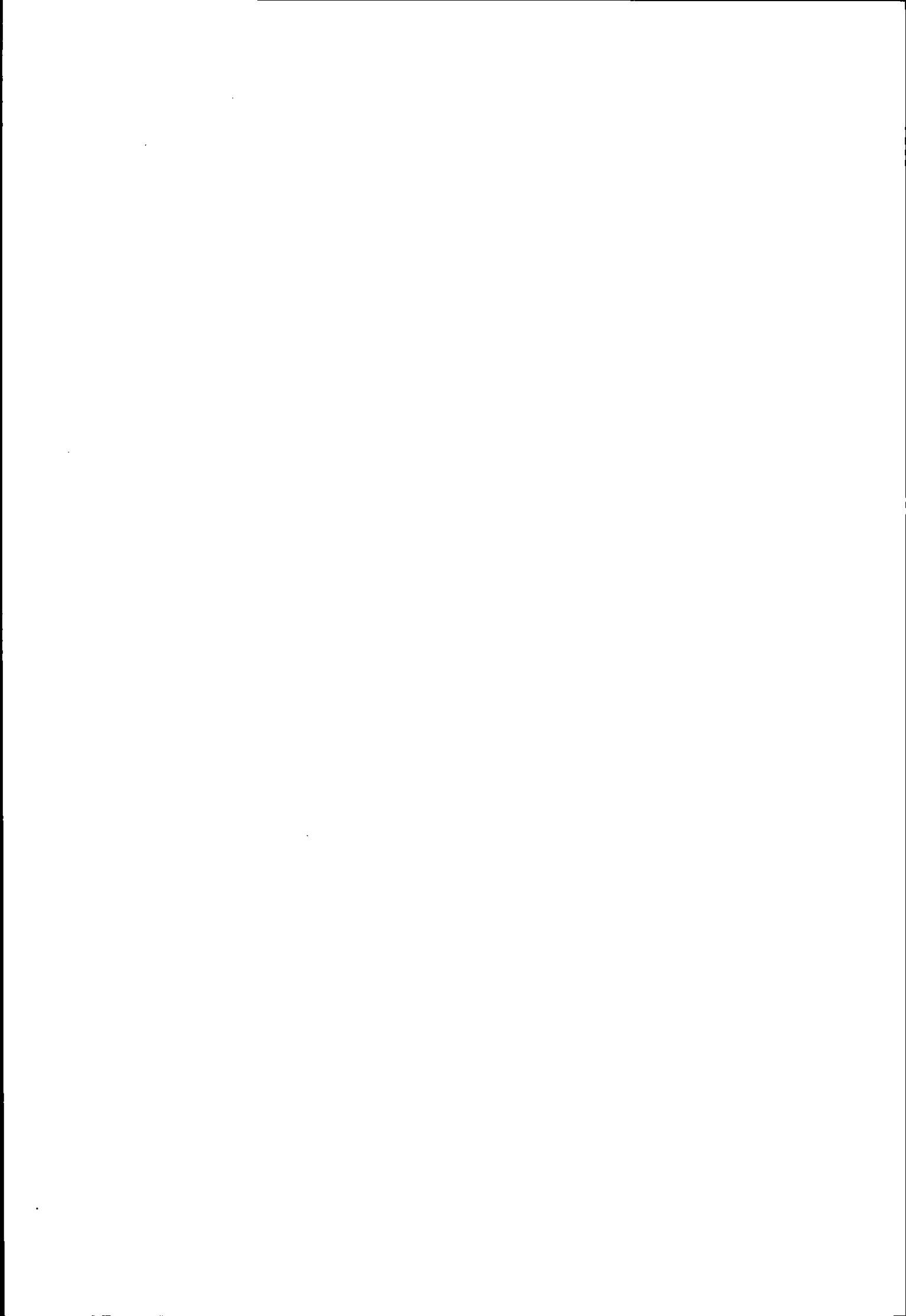
A third measure relating to the offender is the count by "Type of offence". This has yet to be developed but it is possible to do this on the national system data base. For this count the offender would be counted once for each type of offence regardless of the number of counts of that offence. For this count to work it needs to be determined at what level of the classification of offences the selection should be made. The most comparable for State comparison is the Subdivision level of ANCO. This may be too broad; however the Group level could suffer in some places by lack of Interstate comparability.

Other offender counts are offender by each offence which provides data on an offence base classified by offender characteristics (eg age and sex); and offender by most serious offence which provides data on an offender base classified by the most serious offence characteristic however that is to be determined.

You will see from the foregoing that the level of data you supply will depend entirely on the nature of the task in hand. Without knowledge of that task you will not be able to give the best service. Perhaps this aspect of your work can be explored in the workshop.

I leave you with the thought that one will be able to prescribe for the sick only if one can identify the symptoms. Otherwise all one offers is the placebo. Is that your role?

The views expressed in this paper are those of the author and do not necessarily reflect the official view of the ABS or of any other government agency.



DEVELOPING A READER EDUCATION PROGRAM
FOR A POLICE ACADEMY LIBRARY

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Reader education can be best defined as '... instruction given to readers to help them make best use of a library...', (Mews, 1972). For the purposes of this paper, the term 'reader education program' should be considered as a formal instructional program designed to teach basic library and research skills and familiarise program participants with library resources.

The aim of this paper is not to provide an authoritative guide for library instruction, but to discuss the problems and issues confronted when developing a reader education program. A brief outline of the present reader education program used at the N.S.W. Police Academy is also provided.

CURRENT READER EDUCATION PROGRAM OF THE N.S.W. POLICE ACADEMY

The aims of the Academy Library's current reader education program are

- to institute basic research skills
- to foster some understanding of library resources, and the means of accessing these
- to promote library resources, and increase library usage
- to help remove any psychological barrier between the library and its potential users.

At the present time, the Academy's reader education program is directed towards three (3) groups:

1. Instructors based at the Academy. The program is presented to individuals, in a very informal manner, without the use of audio-visual equipment, or formal exercises. Individual instructors are shown the library's collections, the use of catalogues and indexing and abstracting services.
2. New or potential instructors, usually participating in an instructional skills course.
3. Probationary constables, trainees who, after a twelve month period 'on the streets' return to the Academy for a further training of six (6) weeks.

The programs for new or potential instructors, and probationary constables, are very similar. These programs consist of

- a brief orientation tour of the library, where participants are shown various collections within the library, such as the serial collection, reference collection, legal reference and main book collections.
- general information, such as library opening hours and borrowing procedures.
- a discussion of the means of accessing these collections. This involves a detailed explanation of the use of library catalogues, and the use of reference books and statistics.
- an explanation of serial indexes and abstracts
- reference to assignment presentation standards, and chosen texts on assignment presentation.

The programs for new instructors and probationary constables differ in that new instructors are asked to complete practical exercises in the use of catalogues, and indexes and abstracts. Exercises cannot be given to probationary constables as class numbers are too large to successfully use the one subject card catalogue, one author and title card catalogue.

ISSUES AND PROBLEMS CONFRONTED WHEN DEVELOPING A READER
EDUCATION PROGRAM IN A POLICE ACADEMY LIBRARY

1. Know your participants: assessment of your target audience.

A most important aspect in the development of a reader education program is the assessment of your target audience. As you cannot assess each individual participant, or even each group, generalisations must be made about police as participants in a reader education program. Such generalisations should include participants' educational qualifications, previous library experience and attitude towards libraries, and their reasons for needing use of library services. The assessment of your target group will then determine your program content and presentation.

Levels of educational achievement and accompanying library experiences have been found to range broadly in police reader education programs. In any one group, you may find university students, people holding an intermediate (year ten) certificate, people presently engaged in C.A.E. or university studies, and people who have not entered a library for twenty years. When determining reader education program content, care must be taken not to insult people's intelligence, nor to assume any degree of library knowledge.

One should also determine what library and research information is needed by program participants. Providing irrelevant information ensures a bored and restless audience. Determine why your program participants need to use the library, then stream-line your program to fulfill these needs. Ensure any changes in these needs are monitored, and be prepared to change your program's content. For example, our probationary constables must submit increasingly more detailed assignments, and consequently, more information on library research methods is provided in the reader education program.

It is also important to have some understanding of how program participants view the role of the library, and its relevance to their study or work. A negative attitude towards the library can seriously impede the effectiveness and ease with which a reader education program can be presented. Librarians should be aware of the possibility of hostile participants and the ways of overcoming such difficulties, such as attempting to find out the reasons for such attitudes and explaining the library's role. Fortunately, most participants in reader education programs at the N.S.W. Police Academy appear to hold positive opinions of the Library, perceiving it to be of some use in the course of their studies or instructional preparation.

2. Content and presentation of a reader education program.

Knowledge of your target group's characteristics and information needs determines the content of the reader education program and the manner by which the program is presented. The main features of police as participants in reader education programs are these: you are confronted with a variety of educational levels, library experiences and information needs.

To design a program of relevance and suitability for all types of participants certain factors must be considered. Firstly, always remember that you are dealing with adults, most of whom are in responsible roles. By avoiding a teacher - child or teacher - student relationship, a positive basis for a reader education program is established. Participants are made to feel at ease, will ask questions more readily, and will contribute their thoughts and experiences to your program. For those participants familiar with libraries, explain at the commencement of your program that although they may be familiar with libraries, this program will introduce particular features of your library, as well as revising their library knowledge. Secondly, you should realise that you cannot tell participants everything about the library. An overload of information may confuse your audience, and cannot be completely absorbed by them. Your participants will become bored and restless and will quickly 'tune off'. To avoid this, assess your audiences information requirements, then carefully select and discuss those aspects of the library most applicable to these requirements.

Once you have decided what information will be presented, the next task is to determine how it will be presented. A pure lecturing style is not the most effective means of communication. To successfully deliver an interesting and informative reader education program a number of strategies may be employed.

1. Use of audio-visual media.

Colourful, well designed overhead transparencies capture your audience's interest, and clarify the information presented. I've been fortunate in having the services of the Academy's graphic artist, Senior Constable Wayne Davis, to design and produce a number of overhead transparencies.

2. Use of printed handouts.

Printed handouts give participants a permanent record of information, to which they may refer to at some later stage. Handouts also allow you to quickly present basic information (such as opening hours), leaving more time for explanations of more complex issues.

Design and colour are important considerations in the preparation of handouts. As well as ensuring the language used clearly transmits information, handouts should capture the reader's interest. Our handouts were designed in collaboration with the Academy's graphic artist. We used coloured paper (different colours for different handouts), cartoon characters to lighten the subject nature of the handouts and always took care in the layout of each handout.

Care must be taken not to present program participants with too many handouts. I began providing six (6) handouts and now use only three (3). Too many handouts represent an information overload, and once again, you should ensure that all information presented is relevant to your participant's information needs.

Participants in reader education programs at the Academy are given the choice of keeping the printed handouts or leaving these in the library. In nearly all instances, participants keep the handouts, which, I believe, is an indication of the perceived value of printed handouts.

3. Practical exercises.

An excellent means of measuring the effectiveness of your program is the implementation of practical exercises in the use of library catalogues and indexes. Despite the obvious limitations of class numbers, space and time, practical exercises should be used whenever possible to ensure participants understanding of the catalogues and indexes.

4. Participant involvement.

Attempt to involve your program participants - ask THEM questions: have they used libraries before? How do catalogues work? How would you find information on a particular subject? Simple questions such as these will involve your participants and start them thinking about library research methods. A two-way flow of conversation will also help you discover what information has been understood, and what must be explained more clearly.

Program participants at the N.S.W. Police Academy have indicated their preference for involvement in reader education programs, and for the use of printed handouts and audio-visual media. I believe strategies such as those mentioned in this paper contribute to a bright and informative program ensuring that the learning experience is a pleasant one, for participants and librarian.

CONCLUSION

The concept of reader education programs in a police academy library is an important one, as it helps ensure that police hold basic library skills necessary for the completion of study and research. As police education and training move towards the status of professionalism and academic credibility, such skills become increasingly important and the development and presentation of an effective reader education program is an essential service of any police academy library.

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BOOK SELECTION IN A CRIMINOLOGY LIBRARY

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Book selection in the J.V. Barry Memorial Library is the task of the Acquisitions Librarian. When asked to present a paper on the bibliographic sources which aid in book selection I thought it would be simply a matter of listing a few journals which contained useful book reviews and lists of books received, and summarising a few other sources such as library lists, publishers' blurbs and newspaper cuttings. It was not to be so simple. Quickly jotting down notes, I found that in fact I had pages of sources, not all bibliographical and requiring some effort to fill in the fine detail. The result of that effort is to be found in the attached pages.

My aim in presenting this paper is not only to inform but also to be informed. I can not hope to have listed every valuable source of information about new publications in every field of criminology and in the discussion time at the end of this session I trust some of you will be able to rectify some of the more obvious omissions. These will be included in the published proceedings.

I have divided the sources into organisations, publications, and other sources. Organisations which initiate research in criminology and which publish the results of their research are an extremely valuable source. If information about new publications can be gained directly from the organisation itself these publications can be selected and acquired much more quickly than by gaining the information secondhand from book lists. The most desirable method of obtaining publications is to be placed on the free mailing list. This is often possible for instance for governmental annual reports. We have found it necessary to actually purchase only one annual report - ASIO's.

Some organisations will not consider sending you their publications unless you have something to offer in exchange. We are very fortunate at the Institute in having a very active publication programme. As well as the annual reports of the Institute and of the Criminology Research Council, and the quarterly Reporter and the Information Bulletin of Australian Criminology, the Institute publishes several monographs a year, being the proceedings of seminars held at the Institute and the results of research conducted at the Institute. We have

therefore been able to arrange many exchange agreements. The task of book selection and acquisition is made so much easier.

Frequently it is possible to obtain a publication free of charge simply by writing and requesting it. We use a form letter in most instances and by adding the sentence "If it is not possible to supply this item free of charge please notify the costs" we usually manage to avoid being supplied with the publication together with an invoice. Often it is not desirable to be placed on a free mailing list as not all publications are relevant to the work of your own organisation, and a system of "supply on request" is the most workable.

In listing some of the organisations from which we obtain publications directly I have given the name and address, the subject area, the publications which are the source of information about new publications and additional details such as charges, method of payment and whether an exchange agreement is possible. Most organisations including this Institute require prepayment, and this is certainly the case with United States government publications.

If we look at the National Institute of Justice/National Criminal Justice Reference Service, we can see that there are several ways of acquiring and paying for their publications. Exchange is possible. In exchange for all our publications the NCJRS under the International Document Exchange Program sends several lists a year from which the Library can choose, There are usually about twenty items on a list. The quality of the publications varies, and a large number of Bureau of Justice Statistics publications are included. We are already on a mailing list for the Bureau's publications so the value of the exchange is diminished. It is not possible to anticipate which of the latest publications will appear on the exchange list, and sometimes it is difficult to avoid ordering and paying for an item which later appears on the exchange list. There have been many problems in the past in acquiring publications from NCJRS. Although many publications are free, a charge is made for postage and prepayment is necessary. Frequently items paid for in this way are not received, or they are included on the packaging slip but not in the parcel. They have been known to lose the record of payment and are slow to reply to correspondence. Overall however the variety and quality of the publications available through the NCJRS make the effort worthwhile. It is possible to operate a deposit account with NCJRS and this would make ordering easier in many respects.

The publications of several organisations are issued by NCJRS, including those of the National Institute of Justice, the Bureau of Justice Statistics, and the Office of Juvenile Justice and Delinquency Prevention. Writing to any of these organisations will generally result in a reply from NCJRS.

In the "Publications" section the publications I have listed are the ones I find the most useful for book selection and do not include all journals, newsletters etcetera which I peruse for possible book selection. In this listing I have given publisher and place of publication, but not subject area as this is usually self evident. I have repeated publications listed in the organisations section where they provide information about publications other than those of the organisation.

The "Other Sources" section includes publishers' blurbs, Hansards and newspaper cuttings. Although dealt with last and with least detail they are frequently the most important source for obtaining information about new publications, and are certainly the most immediate. It is sometimes possible to acquire a book noted from these sources even before our researchers have had time to send down a note saying "please acquire". However it also happens that they know about a publication before it has been published, so it pays to encourage suggestions and requests for purchase. When selecting from Hansard I try Bills and Papers first. Success there depends on demand and who answers the telephone. Then try the appropriate department or minister's office. The one will frequently send you to the other. Hesitate to take no for an answer. As a last resort try the relevant government printing office.

ORGANISATIONS

AUSTRALIA

Australian Institute of Criminology

Publications Section
PO Box 28
Woden Act 2606

Subject area: Criminology

Publication: Reporter

Availability: Prepayment; Exchange agreements negotiable, full or partial. Free list criminal justice librarians

Australian Institute of Family Studies

Family Information Centre
766 Elizabeth Street
Melbourne Victoria 3000

Subject areas: Family, including family violence

Publication: Newsletter

Availability: Prepayment; Exchange negotiable; some publications free; charge for monographs

Australian Law Reform Commission

GPO Box 3708
Sydney NSW 2001

Canberra Office
2nd Floor
Royal Insurance Building
25 London Circuit
Canberra City ACT 2600

Subject area: Law reform, including criminal law, criminal justice, Commonwealth and A.C.T.

Publication: Reform

Availability: Free mailing list; on request; AGPS

State Law Reform Commissions

Each State, names vary

Subject area: Law reform, as above, State

Publication: Reform notifies new publications

Availability: Free lists, except W.A.; Government Printers

Victorian Parliament, Legal and Constitutional Committee

Chairman
19th level
Nauru House
80 Collins Street
Melbourne Victoria 3000

Subject area: Broad, for example to date Bill of Rights, court delays and burden of proof

Availability: Free list negotiable

Australian Bureau of Statistics

Central Office
PO Box 10 Belconnen
ACT 2617

Subject area: Includes court statistics, crime and crime victims statistics

Publication: Catalogue of Publications, Australia (annual); Publications Issued (monthly)

Availability: One copy free to Commonwealth government departments and authorities; some publications free to all; mailing lists

New South Wales Bureau of Crime Statistics and Research

GPO Box 6
Sydney NSW 2001

Subject area: Criminology; Court statistics

Availability: Mailing list or on request

Office of Crime Statistics (South Australia)

Attorney-General's Department
33 Franklin Street
Adelaide SA 5000

Subject area: Offences, statistics, court statistics
Availability: Mailing list

UNITED STATESNational Institute of Justice/NCJRS

Box 6000
Rockville MD 20850

Subject area: Criminal justice, juvenile justice, justice statistics .

Publication: NIJ Reports : SNI

Availability: Prepayment (US bank); Deposit account; Microfiche free, postage payable per fiche when more than 10; Some documents free, postage payable, sliding scale 1 to 10. Exchange negotiable (International Document Exchange Program)

Associated Organisations: Office of Juvenile Justice and Delinquency Prevention, Bureau of Justice Statistics. Placement on some mailing lists may be possible with these organisations although do not reply to correspondence. Specific requests for publications referred to NCJRS.

Rand Corporation

PO Box 2138
Santa Monica
CA 90406-2138

Subject areas: Very wide, includes criminal justice, civil justice, pollution, terrorism

Publications: Selected Rand Abstracts; Checklists (US mailings only); Bibliographies (upon request); Publications of the Rand Corporation (information pamphlet)

Availability: Prepayment (Cheque, US bank); No exchange

American Correctional Association

4321 Hartwick Road
Suite L-208
College Park
MD 20740

Subject area: Corrections

Publication: On the Line

Availability: Prepayment; Membership (includes Subs) discount;
No exchange

GREAT BRITAINHome Office

Information and Library Services
 Room 1003
 50 Queen Annes's Gate
 London SW1H 9AT

Subject area: Criminology, drugs, crime prevention, policing, criminal process, probation, prisons, race relations

Publications: HMSO Books : Sectional List 26 : Home Office; Research Bulletin

Organisational divisions: Research and Planning Unit; Statistical Department

Availability: HMSO agents; some available from departmental divisions; correspondence slow; some free items; general exchange not possible

National Council for Civil Liberties and the Cobden Trust

21 Tabard Street
 London SE1 4LA
 England

Subject area: Civil liberties, including public order, police, privacy

Publication: Civil Liberty

Availability: Individual purchase, prepaid; Annual subscription including Civil Liberty, all publications, sent quarterly

Radzinowicz Library of Criminology

University of Cambridge
 Institute of Criminology
 7 West Road
 Cambridge CB3 9DT
 England

Subject area: Criminology

Availability: Exchange possible; publications occasional only e.g. Cropwood Conferences

CANADASolicitor General Canada

Ministry of the Solicitor General
 Library and Reference Centre
 340 Laurier Avenue, West - 11th Floor
 Ottawa, Ontario K1A 0P8
 Canada

Subject area: Criminology, criminal justice

Publication: Library and Reference Centre Acquisitions

Availability: Exchange possible

Law Reform Commission of Canada

130 Albert Street
Ottawa, Ontario K1A 0L6
Canada

Subject area: Law reform including criminal law, protection of life, administrative law
Availability: Some free list, otherwise prepayment. Notification forms sent regularly

Centre Internationale de Criminologie Comparee

Universite de Montreal
C.P.6128 Montreal H3C 3J7
Canada

Subject area: Criminology
Publication: Annual publications list
Availability: Exchange possible

Centre of Criminology

University of Toronto
Room 8001
130 St George Street
Toronto Ontario M5S 1A1

Subject area: Criminology
Publication: Acquisitions list (Subscription)
Availability: Exchange possible

Statistics Canada

Publications Sales and Services
Ottawa, Ontario
K1A 0T6

Subject area: Includes crime, homicide, adult correctional services and juvenile court statistics
Publication: Selected publications, prices and ordering guide (Annual)
Availability: Prepayment; No exchange or free list

OTHER OVERSEAS ORGANISATIONSINTERPOL

Australian National Central Bureau
PO Box 806
Canberra City ACT 2601
Phone: (062) 705516

Subject area: Interpol publications, drugs; some UN publications
Availability: Free list limited

Department of Justice

Private Bag, Postal Centre
Wellington
New Zealand

Subject area: Justice, criminal justice
Availability: Mailing list

Council of Europe

B.P. 431 R 6-67006
Strasbourg Cedex
France

Subject area: Includes crime problems
Publication: Publications in the Field of Crime Problems
(irregular); Information Bulletin on Legal Activities
Availability: Marked items free direct; others through agent
Hunter Publications, Victoria

UNITED NATIONS

Publication: United Nations Publications (distrib. Hunter Pubs)
Availability: Varied e.g. Foreign Affairs distribution list
(restricted) no orders; INTERPOL (see above) distribution list
no orders; order through Hunter Publications

National Council for Crime Prevention

Brottsforebyggande radet Box 12070
S-102 22 Stockholm
Sweden

Subject area: Crime prevention, criminology
Availability: Exchange possible, English publications (reports
and summaries of reports)

United Nations Social Defence Research Institute

Publications Department
Via Giulia, 52-00186
Rome Italy

Subject: Criminology, criminal justice
Availability: Exchange possible; publications infrequent

United Nations Asia and Far East Institute

1-26 Harumicho
Fuchu
Tokyo
Japan

Subject area: Criminal justice, juvenile justice
Availability: Free list for Resource Material Series

PUBLICATIONS

Lists of Books Received or Published

Includes library acquisitions lists.

- AGIS (Canberra : Attorney-General's Department, Library) New books list
- Australian Bookseller and Publisher (Port Melbourne : D.W. Thorpe)
- Australian Government Publications (Canberra : National Library of Australia)
- Australian National Bibliography (Canberra : National Library of Australia)
- Criminal Justice Abstracts (Monsey, NY : Willow Tree Press)
- Criminology and Penology Abstracts (Amsterdam : Kugler Publications)
- Current Contents : Social & Behavioral Sciences (Philadelphia, PA : Institute for Scientific Information)
- Current Publications in Legal and Related Fields (Littleton, CO. : Fred B. Rothman)
- FAMILY : Australian Family Studies Database (Melbourne : Institute of Family Studies)
- NIJ Reports / SNI (Rockville, MD : National Institute of Justice)
- Police Science Abstracts (Amsterdam : Kugler Publications)
- Police Staff College, Bramshill, Library and Museum Services.
List of additions to the Library (Bramshill House, Hartley. Wintney, Hampshire, England)
- Solicitor General Canada, Library and Reference Centre., Acquisitions (Ottawa, Ontario)
- U.S. Department of Justice, Drug Enforcement Administration, Library. New Acquisitions (Washington, DC. 20537)
- University of Toronto. Centre of Criminology Library.
Acquisitions List (Toronto, Ontario)

Current Awareness Services of Australian Criminal Justice Libraries

Most libraries in the police and corrections areas issue regular current awareness lists; High Court issues a list of books received

Other Libraries' Acquisitions Lists'

Drugs libraries; Australian government libraries

Journals Which Include Book Reviews and Lists of Books Received

Only those which have been found to contain reasonably current and useful material have been included

- American Bar Foundation Research Journal (Chicago, Ill.)
- American Journal of Sociology (Chicago, Illinois University of Chicago Press)
- American Sociological Review (Washington, DC : American

Sociological Association)
 British Journal of Criminology (London : Stevens for the
 Institute for the Study and Treatment of Delinquency)
 Canadian Journal of Criminology (Ottawa, Ont. : Canadian
 Criminal Justice Association)
 Canadian Police College Journal (Ottawa, Ont., K1G 3J2)
 Contemporary Crises : Crime, Law and Social Policy (New York :
 Elsevier)
 Contemporary Sociology : a Journal of Reviews (Washington :
 American Sociological Association)
 Criminal Justice Review (Atlanta, Georgia : College of Public
 and Urban Affairs, Georgia State University)
 Howard Journal of Criminal Justice (Oxford : Basil Blackwell)
 International Journal of the Sociology of Law (New York :
 Academic Press)
 JQ : Justice Quarterly (Omaha, Nebraska : Academy of Criminal
 Justice Sciences)
 Journal of Crime and Justice (Cincinnati, Ohio : Anderson
 Publishing)
 Journal of Criminal Justice (New York : Pergamon Press)
 Journal of Criminal Law and Criminology (Chicago : Northwestern
 University School of Law)
 Journal of Drug Issues (Tallahassee, Florida : Journal of Drug
 Issues Inc)
 Journal of Law and Society (Oxford : Basil Blackwell)
 Probation Journal (London : National Association of Probation
 Officers)
 Terrorism : an International Journal (New York : Crane Russack)

Newsletters

These contain current items of news including new literature
 published, and provide details of availability.

ACJS Today (Omaha, Nebraska : Academy of Criminal Justice
 Sciences)
 C.J. International (University at Chicago, Office of
 International Criminal Justice)
 Corrections Digest (Springfield, VA : Washington Crime News
 Services)
 Criminal Justice Newsletter (New York, NY : Pace Publications)
 Justice Report (Ottawa, Ontario : Canadian Criminal Justice
 Association)
 Police and Security Bulletin (Maryland : Lamond Publications)
 Survey of Current Affairs (London : Reference Services, Central
 Office of Information)

OTHER SOURCES

Book Publishers

Blurbs, catalogues and newsletters. These are frequently the most useful for speedy book selection, especially Australian. Suppliers also issue lists of new books in specified fields.

Government Printers

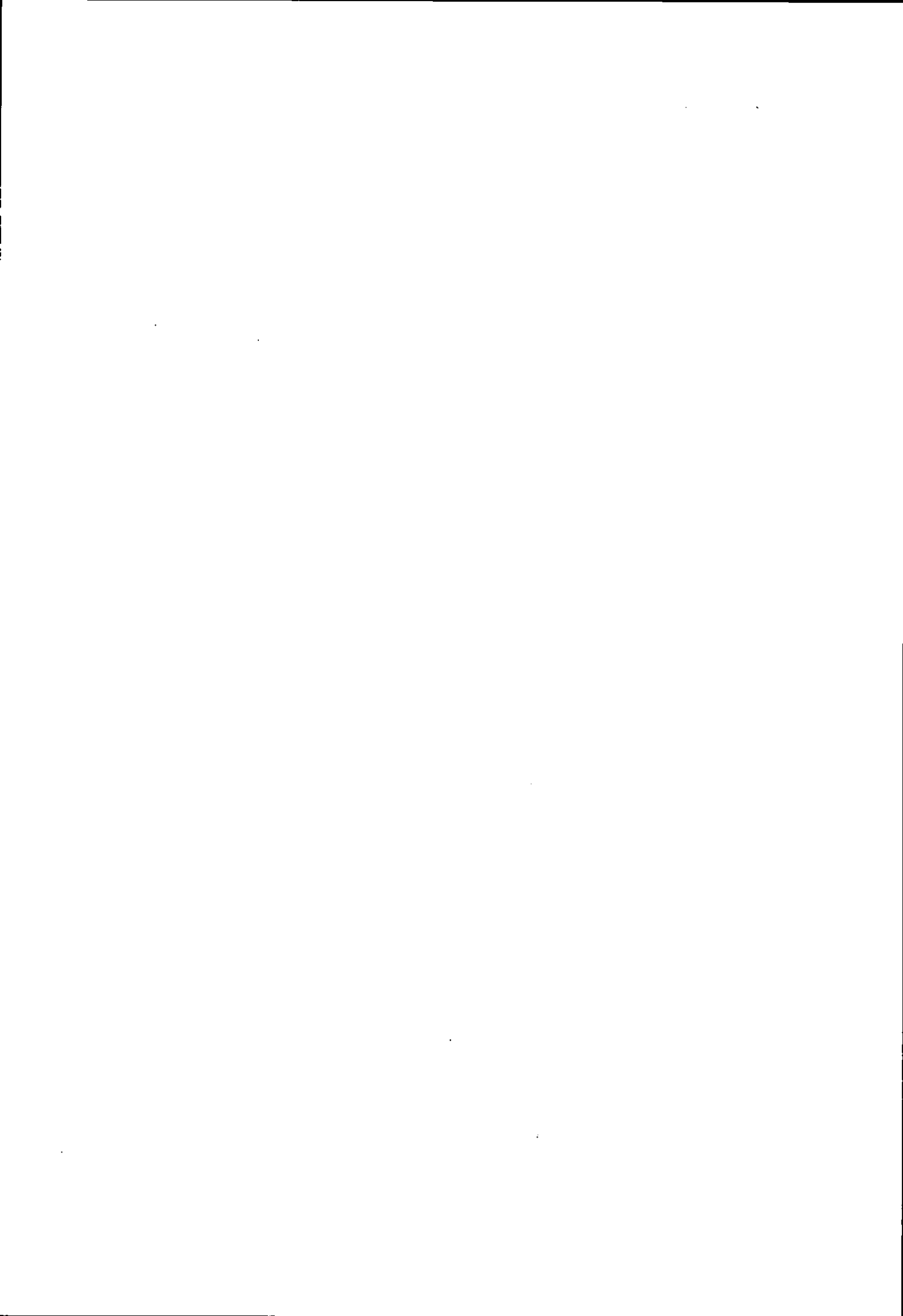
The usefulness of government printers' lists of recent publications or publications in print varies, with Australian Government Publications : Monthly List being the most useful. The States frequently do not include important publications in their lists, perhaps because they often print in short runs and do not wish to create a demand. The Institute does not subscribe to HMSO Books : Monthly Catalogue (or annual catalogue). We rely on the newspapers and Survey (see above) which is excellent. There has also been one issue of HMSO Books : Crime and Criminal Justice Catalogue (March 1985). The Sectional List 26 : Home Office appears irregularly. We rely on NIJ Reports/SNI for United States Government publications in the field of criminology.

Newspaper Cuttings

Cutting services are supplied by several firms. In the Institute the cuttings provide the researchers with up to date information, they provide articles which are indexed for the Information Bulletin and they are an excellent source of information about new reports and research studies, including government and academic publications. By acting quickly these can often be obtained gratis. Some items never appear in any other source.

Hansards

The Parliamentary Debates provide information about government and parliamentary reports. Once again quick action produces results.



SUBJECT ACCESS IN A CRIMINOLOGICAL LIBRARY

Judith Iltis
Cataloguer
Australian Institute of Criminology

Our topic for discussion now is subject access to criminal justice information. I propose to start with an outline, a framework, for discussion, and hope these opening remarks will prove to be stimulating - that is, that they stimulate all of you into doing the talking.

Perhaps we could first look at available thesauruses; then discuss some of the subject areas in which they prove to be unsatisfactory; then talk about the whole new ball game of online access, whether free text subject information retrieval makes the inadequacies of a thesaurus no longer of any account; and finally, look at the mechanisms for establishing an authority or clearing-house for appropriate, current, Australian terminology, subject to continuing revision, in this or any other field.

SUBJECT HEADINGS LISTS

The strengths and the inadequacies of many of these lists of subject headings (printed at the end of this paper) will be familiar to most of us, although some are quite recent and certainly new to me. The impression that they are either Australian, or legal, rarely both, and almost never criminological is unfortunately correct. Law certainly is better served than most other areas of criminal justice.

The NCJRS thesaurus, of course, is not as exclusively legal as most, but it tends to have the same disadvantages as LCSH with its overwhelmingly American bias, and in my 'touch-stone' or 'barometer' subject areas, those areas in which LCSH has failed, I have rarely found help in NCJRS.

Is anyone familiar with the Australian Law Librarians' Group list, which is at present on disk and will be published shortly - 'at a modest price' it says in the ALLG newsletter. I only know it from the progress reports in the newsletter. Apparently draft lists have been sent out to 'interested parties' and I keep hoping in vain that I'm going to meet an interested party. However, John Rodwell indicated that it is primarily legal. So also is the Triad Legal thesaurus. Here is our hot-off-the-press copy if any one wants to look at it.

The wider fields of criminology may be absent from these thesauruses by default, but Moys has actually taken active steps

to exclude them! In the 2nd edition of Moys, the section on criminology and forensic medicine has been deleted from the schedules. Although an appendix provides an outline schedule for criminology to be used with any of the law classes, the subjects listed in this appendix have been excluded from the highly regarded Index-Thesaurus to Moys. There had always been another problem with the index. Numbers constructed by using Table VII, Persons, with the appropriate number in the schedules will not appear, as index references are only to the broad terms used in the table. This nicely precludes entries for such subjects as 'Juvenile offenders'.

FLASH is an old disappointment, other than as a convenient authority for the spelling of Aborigine tribes. This of course is not a reflection on the compiler and others associated with it, but on us librarians in the criminal justice area who presumably failed to submit problems and proposed solutions. Has there been a 2nd ed. published, SLASH perhaps?

We'll be discussing ABN later on in association with both online access and mechanisms for improvement, so let's pass on now to the one we all know best, the one we all love to hate, and the one that in this age of computerised network cataloguing, most of us will be living with for the foreseeable future. Let us talk about LCSH.

PROBLEM AREAS IN SUBJECT ACCESS

Problems of subject access are not, of course, restricted to workers in the criminal justice field. Some of the weaknesses of LCSH affect all disciplines, although our examples will be largely criminological.

For a system as highly-structured as LCSH, and now on tape, the structural inconsistencies are perhaps the most inexplicable weakness. For instance, an analogous qualification can be adjectival, adjectival but inverted, incorporated in a phrase heading, or a subdivision. Is some nice theological distinction being made between 'Jewish trade unions' and 'Trade unions, Catholic'? 'Law and legislation' is a subdivision (alas, no longer free-floating), except if there is a phrase heading, e.g. 'Industrial laws and legislation'. Some subdivisions are controlled by pattern headings or allowed under certain classes of headings, others are arbitrarily assigned to one topic, but not to another analogous topic, as for example, Job stress. Police and Dental auxiliary personnel are allowed to suffer Job stress, but not Correctional personnel.

Synonyms are often used indiscriminately, only certain aspects of the subject treated under each of the various headings - most of you, I'm sure, have struggled with drink/drunken/alcohol, urban/city - or else subjects with fine distinctions between them are treated very differently, e.g. drugs/narcotics.

The problems of the U.S. bias in terminology and spelling used to be solved in many libraries by the simple means of a reference to the LC form. This easy solution is lost with networking. ABN has no mechanism for participant subject references to an LC heading. Even in the golden past, however, mistakes were frequently made. A Prison warden, for example, is not a near miss for a Prison warder.

The U.S. bias in subjects and concepts is a far more fundamental problem. Countless examples are found in the field of law. No references can solve the problems of trying to force Australian & British law into the American framework. Magistrates, remand, remand centres (or centers!), diversion, community policing, need I go on with examples of topics where we use three wrong headings because there is no right heading.

Analogous is the next problem of contemporaneity - if only the terminology is out of date, a reference can readily solve the problem, and eventually LC may catch up, though probably in a slightly different form. There can even be an advantage in having a reference only from some voguish terms, because a decade later these terms may have dropped from fashion. Others, of course, you long to replace if only to stop the discourteous guffaws of your readers. I'll be happy to see 'Industrial hygiene' gone from the occupational health and safety area.

The absence of up-to-date terminology is not the real problem, but of up-to-date subjects and concepts, whole new areas of interest and human endeavour. Statutory powers is an Australian concept already badly served. But the whole area of regulation, economic and environmental regulation, with the language developing as the field is explored, has hardly begun to be catered for. I seem to end up with most of our material under 'Administrative procedure' and 'Sanctions, Administrative' (another example, incidentally, of structural inconsistency, especially as the heading for 'Economic sanctions' is just that). But these headings have a very bad reference structure, likewise 'Disclosure of information (Securities law)'. Of course we won't find the Australian 'Bottom of the harbour', but you won't find 'Shell banks', either, or 'Asset stripping', or any comfortable alternatives.

ONLINE SUBJECT ACCESS

Perhaps I've spent too much time on the glumly enjoyable pastime of enumerating the deficiencies of LCSH, for we are now in the age of computerised information retrieval, the library catalogue as much a database as any other, and in many larger libraries the OPAC (Online Public Access Catalogue) has arrived.

Were any of you at the last National Cataloguing Conference held last October here in Canberra? It was a most invigorating

affair, on just this topic of subject access, and the papers have all been published in the December 1985 issue of Cataloguing Australia. There is no need to give a dutiful sigh as you start reading this issue. The speakers covered various aspects of subject access at this time of technological change, starting with Pauline (Atherton) Cochrane leading her usual holy crusade to free us from the shackles of LC headings. Sue Beatty described in detail the trial project in enhanced subject access carried out at the ADFA - Australian Defence Forces Academy - library. Keywords on the contents page, index, or both, are highlighted by the cataloguers, and the data is keyed into the library's in-house URICA system. The pioneering trials for this method of indexing had been devised in large part by Pauline Cochrane. George Eichinski's paper was a persuasive argument for this enhancement of the subject content of monographic records by free text data, now that we have the technological means to do so. He also discussed the results of a survey conducted for the ABN Standards Committee on OPACs and subject access. Since 1981 overseas surveys have shown higher user satisfaction from subject searches if there were available these additional catalogue features that the computer allows. Other papers discussed the mechanics for such additional subject enhancements on ABN.

Such subject enhancement can only supplement - indeed 'enhance' - a controlled vocabulary with structured references, and help overcome the consequences of its inadequacies. Such 'free text' searching is only as good as the title, contents list or index of the item, and nearly always subjects will still be supplied. So we must still look to ways of improving what we have.

(At the time of this seminar, ABN had despatched a copy of its Enhancements Register to all participants in order to determine priority for the many tasks waiting to be done. From an analysis of the responses, a list of priorities has been drawn up. Requests for changes to allow subject enhancement on the lines discussed at the Cataloguing Seminar described above, failed to make the charts).

MECHANISMS FOR IMPROVEMENT

Over the years scores of individual librarians in scores of individual libraries have worked hard at improving subject access for their users. This is reflected in ABN's provisions for 'Participant' subject headings. Several valiant attempts have been made to centralise these activities, with institutions and individuals offering to act as clearing-houses, e.g. FLASH, and the current ALLG list. It seems unlikely that within the criminal justice field something akin to MeSH in the medical field can be established, if only because national variations (in substance and in terminology) are greater in the fields of law and criminology than in medicine.

Our current reality is that ABN has become, and is likely to remain, the predominate influence on cataloguing in Australia. ABN's adoption of LCSH, and with LCSH shortly to come online, means undoubtedly that LCSH is here to stay. If we want changes, those changes must be within LCSH.

Now the Cabots speak only to Lodges, the Lodges speak only to God. If you and I want to change LCSH, we must work through the ABN Subject Headings Review Panel. This Panel is a subcommittee of the ABN Standards Committee and meets in conjunction with meetings of that Committee. One of its main tasks is to authorise new headings and additional references to existing LCSH. The Panel does not initiate proposals for new headings, but relies on participants expressing a need for a particular heading by submitting a proposal for authorisation. The Panel wishes to encourage participants to submit proposals both in writing and through the special ABN signon established for that purpose. Detailed guidelines on how to prepare and submit a proposal are contained in section G of the ABN subject cataloguing manual. Members of the Panel have formally expressed their willingness to attend local meetings to discuss subject headings matters.

One takes for granted that librarians would work in close consultation with the subject specialists in those areas, with those who are working and writing in the areas, with the 'professionals', before making detailed suggestions to put before the ABN Subject Headings Review Panel.

**SOME SOURCES FOR SUBJECT HEADINGS IN THE FIELDS OF LAW AND
CRIMINOLOGY**

1. Library of Congress Subject Headings
2. National criminal justice thesaurus : descriptors for indexing law enforcement and criminal justice information. Rockville, Md : National Institute of Justice/NCJRS.
3. Legal thesaurus : a thesaurus of subject terms for use in area of law and related subjects. Milson's Point, NSW : Triad Information Management (N.S.W.) Pty Ltd, 1984.
4. Australian Law Librarians' Group's list of subject headings, co-ordinated by John Rodwell. On disk and to be published shortly.
5. Index-thesaurus to Elizabeth M. Moys. Classification scheme for law books. 2nd rev. ed., Butterworths, 1982.
6. Burton, M.C., Legal thesaurus. N.Y. : MacMillan, 1980.
7. A list of Australian subject headings, compiled by John McKinlay. Sydney, LAA, 1st ed. 1981 (FLASH)
8. AGLIBS (AGIS subject headings online. AGIS is one of the Commonwealth Attorney-General's Department's databases carried on SCALE)
9. MONASHFINDER, Monash University Law Library's online index to case and statute notes carried on CLIRS.
10. 'ABN subject heading proposals, and ABN-approved subject headings', in ABN subject cataloguing manual. Canberra : National Library of Australia, 1985.

REFERENCE

- 'The management of cataloguing : papers presented at the National Cataloguing Conference, Canberra, 11-12 October 1985'. Cataloguing Australia, 11 (4), December 1985.

SPECIAL INTEREST GROUP REPORTS

COBLECTIONS_LIBRARIES (Rapporteur: Daphne Russell)

1. Report of discussions

(a) The Group discussed the questionnaire which arose from the last Seminar and decided that it was too extensive for a preliminary exercise, and, with the exception of two libraries, had not been completed. A new questionnaire will be drawn up and distributed, to be completed by June 1986 and forwarded to Phil Roberts, Queensland Department of Welfare Services. He will then submit a report to the LAA, accompanied by a request for the LAA to start work on standards for prison libraries. (A copy of the questionnaire, without allowing the space for replies, is printed below)

(b) Staffing was the next topic. Because of the shortages of finance and of professional staff, it was agreed to send a letter, in the form of a statement of solidarity, to the Heads of Corrective Services in each state, informing them that inadequate staffing and lack of financial support seriously affected the networking of information retrieval and assistance. With the exception of Western Australia, staffing and funding had not improved. It was agreed that a letter from the Australian Institute of Criminology supporting the statement would lend added strength. (This statement is printed below)

(c) A newsletter, including news on latest issues and trends, e.g. research enquiries, book reviews and general information will be published, with the title INSIDE INFO. Malcolm Feiner undertook responsibility, and will aim for a quarterly publication.

(d) The Group stated their aims to try and acquire facilities which would enable them to become dial-up users or participants of ABN, and eventually to form a union catalogue on microfiche.

(e) It was felt that valuable research reports were not reaching CINCH because many Departments failed to adhere to publishing guidelines for deposit and ISBNs. Thus many valuable reports remained on someone's desk, or in a cupboard, and were not distributed outside that particular area.

(f) The role of the Australian Institute of Criminology was seen as one training and co-ordination, and maybe that of an advisory body for librarians in the criminal justice system. The Group voted unanimously for the continuation of the Seminars and that the free publication service was of tremendous assistance. Appreciation was extended to the Institute.

2. Corrections Librarians questionnaire

SURVEY OF PRISON LIBRARIES IN AUSTRALIA

RETURNS DUE 30 JUNE 1986

1. Name of organisation
2. Postal address
3. Street address
4. Telephone numbers
5. Name of librarian in charge

PART A - GENERAL

6. Describe briefly the functions and objectives of your Department.
7. What is the average number of prisoners in custody at any given time in your State/Territory?
8. How many adult correctional and remand institutions does your Department administer?
9. To whom do you the librarian report? (Draw an organisational chart if necessary).
10. Give a full list of library staff (positions, grades and brief description of duties). Include staff serving correctional officers as well as those serving prisoners.
11. What is the total amount of money available for purchase of books/periodicals and library materials (excluding staff, equipment and stores)? Give figures for the last three years: 1983/84, 1984/85, 1985/86.
12. State your library budget (including books, staff, stores, but excluding capital equipment) as a percentage of Departmental budget for 1983/84, 1984/85, 1985/86.
13. Give details of the breakdown of expenditure on various aspects of the library service (use figure quoted at Q 11) for 1985/86.

PART B - PRISON LIBRARY SERVICES (TAKEN AS A WHOLE)

General

14. Describe the aims and objectives of the library services offered to prisoners.
15. Describe the actual services offered to prisoners.
16. Assess the effectiveness of these services in terms of the aims and objectives.
17. Do you consider adequate professional advice is available to your prison library service?
18. What developments does your Department foresee in provision of library services to prisoners? (or what developments do you yourself foresee?)

Funding

19. What funds does your Department make available for prison library materials? Give figures for the last three years.
20. To what other funds do you have access for this purpose?
21. Give a breakdown of how you spend your prison library funds?
22. Other than the library, who else is able to spend this money?
23. Any other comments on funds?

Staffing

24. Who selects the officers to run the prison libraries and how is the selection carried out?
25. What training is given to officers in charge of prison libraries?
26. Who gives this training?

27. If training programmes are run, give a typical syllabus:
28. What problems do you have with the staffing of prison libraries?
29. What voluntary assistance is available to you for prisoner library services?

Outside Support

30. What role, if any, does the State Library provide in provision of library services to prisoners?
31. What other organisations are involved, and what roles do they play?
32. Does the Department make any financial contribution to the State Library or other organisations involved in library services to prisoners?

Special Programs and Policies

33. Describe briefly the prisoner education system in your State.
34. What specified role does the library service play in prisoner education?
35. Who purchases inmates' textbooks?
36. From what funds are they purchased?
37. Who organises educational materials purchased?
38. Are books given or lent to prisoners?
39. What law library services are available to prisoners, from your department?
40. From other sources?
41. Briefly describe any policy written or unwritten restricting printed material available to prisoners through the library.
42. Are there restrictions on materials available to prisoners through other means, e.g. individual purchases?

PART C - SURVEY OF INDIVIDUAL PRISONS

The following questionnaire is designed to be completed for each prison in your State or Territory. One copy only is attached: please detach and photocopy as many blanks as you require. Please endeavour to submit one set of questions for each prison, regardless of how many blanks there might be.

43. State:
44. Name and location (town) of prison.
45. Security rating of institution.
46. Number of prisoners at this institution - average.
47. Highest.
48. Lowest.
49. Is a library provided for use of prisoners?
50. Are the physical facilities adequate for provision of a library service? Give details as necessary.
51. Apart from a prison library, what other library services are available to prisoners:

If there is no library or library services, do not go on.

Access

52. Are all prisoners able to visit the library?
53. How often and for how long?
54. What method is used to ensure every prisoner has access to the library?
55. If a prisoner cannot visit the library personally, how is his selection carried out?
56. During what hours is the library open?
57. Is the library open weekends and public holidays?
58. How many books/items can be borrowed at any one time?

59. How many prisoners are allowed to be in the library at any one time?

Supervision

60. Who is responsible for the supervision of the library?
61. How many inmate assistants are employed in the library?
62. What is their rate of pay?
63. Is the designated library officer in attendance during all opening hours?
64. Is the designated library officer, or any other person, considered responsible for the safety of the library collection?
65. Are prisoners made to reimburse the library for any damage they have done to library materials?
66. How is this done?
67. Is there any library committee within the prison?

Facilities and Services

68. Number of books.
69. Number of periodical subscriptions.
70. Describe briefly the legal materials available.
71. Describe briefly the audiovisual materials available.
72. Does the prison library operate an inter-library loans system? Describe briefly.
73. Does this prison habitually cater for certain types of prisoners? Describe.
74. What special library facilities are provided to cater for people whose first language is not English?
75. For Aborigines?
76. For people with reading difficulties?

77. For homosexuals?
78. Does the library lend any hardware (e.g. cassette players)?
79. Is there any form of censorship? What materials are excluded?
80. Is photocopying available?
81. Where is the photocopy equipment in relation to the library?
82. Where is the library located in relation to the rest of the prison?
83. What portion (estimated) of the total inmate population use the library?
84. General comments on this library, and matters not covered elsewhere.

3. Position statement

CORRECTIVE SERVICES LIBRARIES IN AUSTRALIA POSITION STATEMENT

The National Corrective Services Librarians' Group views with great concern certain deficiencies in the library services provided to both correctional personnel and prisoners throughout Australia.

The deficiencies occur in various forms, specifically:

- insufficient staffing, especially at the professional level, in both head office and training college libraries;
- inadequate funding for books, journals, audio-visual materials and equipment;
- lack of proper accommodation; and
- lack of the computer facilities which would give us access to the major national and international public databases, and enable us to manage our libraries with maximum efficiency.

Whilst we recognise that in some states standards are reasonably good, this is not the general rule. Indeed, far from it. One medium-size state has no fully professional corrective services librarian at all. The library of another state is experiencing severe budgetary cutbacks. Very few of us have computer facilities, and accommodation in some places leaves much to be desired.

Corrective services libraries together constitute a highly specialised network of information resources. When any one library is weak - either understaffed, underfunded or underequipped - the whole network suffers. This has serious implications for the work of corrective services officers and the welfare of prisoners. In the case of the former, there is inadequate information to support policy decisions, training and research. In the case of the latter, rehabilitation work is substantially hindered.

We are aware that corrections are not generally well funded and, to that extent, heads of departments operate under considerable restraints. At the same time we firmly believe more could and should be done to raise the quality of library services. As a starting point, may we suggest that there are three main resources available to any government operation: money, staffing and information. Libraries are - or should be - the principle

provider of the third resource, and that being so it is vitally important that they be maintained at a reasonable standard.

Adoption of this principle would provide a basis for much needed improvements.

Finally, in the interests of more economical operation, our group has recently taken several steps to improve our own efficiency and effectiveness, through sharing of resources and exchange of information. In other words, we ourselves have acted to improve the general situation. We would therefore greatly appreciate the support and co-operation of our respective heads of department to address the problems outlined above.

National Corrective Services Librarians' Group
23rd April, 1986.

POLICE LIBRARIES (Rapporteur: Erica Bolto)

We discussed the expansion in numbers of police libraries during the last few years and contributed any details of which we as individuals were aware, regarding the situations in New South Wales, Victoria and the Northern Territory. It appeared from our collective information that the following situations existed: The Northern Territory is still very small, and even though it has a librarian, is still very much in the planning state. The New South Wales Police Academy at Goulburn is up and going, but the respective roles of it and the N.S.W. Police Central Library are still in the process of change, and the whole situation is being reviewed by a departmental task force. The Victorian Police Academy at Glen Waverley is still, as far as we are aware, at the planning stage, with no librarian yet having been appointed. As far as we know the library there will become the main police library for Victoria, with the existing Victorian Police College Library being retained to serve senior officers' courses.

If any police librarians who were not able to be present have more accurate or up-to-date information relating to developing library situations mentioned, it would present material of ideal news value for the Police Librarians' Newsletter to be co-ordinated by the Australian Police College Librarian, Denise English.

We discussed the budgetary situation in our various departments. There are significant differences among the various police libraries in the scope of library responsibility, e.g. for the purchase of films and videotapes, or for acquiring and distributing in multiple form the various legal loose-leaf services.

Most libraries felt that, on the whole, their money situation was tolerable, if not ideal. In some instances the library had suffered if there were sudden shortages in other areas of the department. There was not a great deal of change seen in the way in which money was being apportioned, except for the amounts having to be allocated for the purchase of terminals, accessories and associated costs for on-line searching. There had been no significant increase in staff in existing libraries.

Most police librarians felt that the volume of reference enquiries had significantly increased, with more user interest in on-line searching, and a greater awareness of libraries generally. It was felt that the latter had been brought about partly by the greater number of police undertaking tertiary courses. All police librarians have identified a very significant increase of interest in their departments in the fields of management, staff development and related areas. Some librarians had experienced problems generated by the appointment of departmental research officers. The Australian Police College Librarian described to us forthcoming developments at the College, which facilitate effective co-operation between the state police libraries and the Australian Police College Library.

We made some concrete decisions regarding co-operation between the police libraries. Accepting that the Australian Institute of Criminology can no longer process cards for the Union Catalogue of Monographs, we would have liked to have arranged some alternative ourselves, but lacked the resources to accomplish it. It has been a useful resource on occasions, but the consensus of opinion was that on the whole, use had been slight.

Plans were made to reactivate the police librarians newsletter in a slightly different format, the Australian Police College librarian agreeing to act as co-ordinator. Beginning in June, newsletter contributions should be sent to her every quarter. These should be in a 'ready to go' format, not requiring editing, and in sufficient numbers for all police libraries (14 including a copy for the Australian Institute of Criminology). This will enable the Australian Police College Librarian simply to collate and despatch them. We expect contributions for these newsletters to cover any of the following: library profiles, budgets, staff changes, library re-structuring, collection size and scope, technology, any special difficulties, serials lists, duplicate lists, the availability of any particular new police items of note etc.

On the Australian Institute of Criminology's involvement, we understood their abdication from the Union Catalogue of Monographs. However, we would very much like them to continue with the compilation and distribution of the Union List of Criminology Periodicals held in Australian Libraries (last issued in 1980), and would be most interested to see a new edition being considered. However, in a statement made later in the conference, the Institute said that in view of the extremely time-consuming nature of the project, and the availability now of improved location access through ABN and NUCOS, they did not feel that their continuation of the Union List of Criminology Periodicals was justified.

We all felt the value of these seminars which allow us to meet and interact with co-workers in our field.

We discussed the relevance of CINCH. Only a few of us at this stage have database searching facilities, but those few were very happy with the CINCH searches and did not have any ideas for further improvements. More of us are expecting to have terminals over the next twelve months or so, and will be making full use of dial-up access, and related benefits on ABN. The librarian of the Central library in the New South Wales Police Department had agreed to write to DIALOG to express our interest in Police Science Abstracts being made available through that host system.

We expressed our thanks to the Australian Institute of Criminology for hosting these seminars. We feel that, with many of us working in comparative isolation, the experience and contacts gained through these seminars are invaluable.

COURTS AND LAW LIBRARIES (Discussion leader: Elizabeth Gavin)

The following notes are a summary of the discussions reported back to the meeting by the discussion leader.

Within this group the number of libraries had increased, mostly due to the establishment of such bodies as the Office of the Director of Public Prosecutions and the National Crime Authority. Typically, these new organisations have been well funded. However older organisations, particularly the larger libraries, are feeling the pinch, with severe financial cut-backs and the resultant cancellations of subscriptions to major works, reduced services and fewer staff than there ought to be. Smaller libraries, such as my library, the Law Department of Victoria, are at present less affected.

A discussion followed on the sort of statistics which should be collected in order to impress upon management the needs of the library. Most libraries keep statistics of the usual things like loans, inter-library loans, reference questions and the like. One interesting suggestion was to measure these items by the time involved rather than by the number of transactions.

The discussion moved on to CINCH, to which a number of libraries have access through their subscription to AUSINET, but which has been little used to date owing to the smallness of the database until very recently. There was much discussion about CLIRS, and about the problems with CLIRS of which we are all aware, and I'm sure we're all anxious to hear what David Grainger has to say about this tomorrow afternoon.

CO-OPERATIVE INDEXING FOR CINCH: WORKSHOP

Twenty delegates to the Seminar, including sixteen from outside the Australian Institute of Criminology, attended an optional workshop on 18 April 1986. The object of the workshop was to discuss issues involved in co-operative indexing for the CINCH database.

Up until early 1986 all records in the CINCH database reflected the holdings of the J.V. Barry Memorial Library at the Australian Institute of Criminology. Co-operative indexing is intended to broaden the coverage of CINCH by including material which reflects the holdings and interests of individual indexing libraries. Hopefully, the coverage of report literature will be improved, as will the coverage of subjects not exhaustively indexed in the past (e.g. gun handling and forensic science).

Margaret Thompson, formerly ATLAS Manager at the Bureau of Transport Economics, presented a paper outlining recommendations and possible pitfalls for an organisation planning a co-operative indexing venture. Following the paper, co-operative indexing issues were discussed and thirteen librarians indicated an interest in making indexing contributions for CINCH.



CO-OPERATIVE INDEXING FOR THE ATLAS DATABASE

Margaret Thompson
formerly ATLAS Manager
Bureau of Transport Economics

ATLAS (Australian Transport Literature Information System) was established in 1981 as a co-operative indexing venture. The experiences and indeed the lessons of such a venture are seen to be of value when considering the possibility of co-operative indexing for the Australian Institute of Criminology's CINCH database. This paper presents a brief background to ATLAS as a co-operative indexing venture, and some dangers, pitfalls and recommendations for a prospective indexing scheme.

ATLAS as a co-operative venture

The initial impetus for ATLAS was the lack of a central collection of Australian transport information, felt by the various transport related librarians in government departments and authorities around Australia. The wide range of sources from which transport information was to come, and the fact that the topic itself was so diverse, made the conclusion of a co-operative venture seem a logical one. It would ensure broader coverage of the topic.

Co-operation was initially invited from any body or organisation who was interested and able to contribute. The Bureau of Transport Economics, as host organisation, held meetings in all capital cities to introduce the system to other bodies involved in some way in transport policy, planning, operations or analysis. An initial group of interested parties agreed to contribute, and the Commonwealth Departments of Transport and Aviation, the Bureau of Transport Economics (which is the ATLAS network centre), several State government Transport Departments and Commissions, State Rail Authorities, Port Authorities and airlines, now form the basis of the ATLAS contributor network. Continual follow-up and scouting out for new contributors and indexable material has been maintained.

Coverage in ATLAS includes books, journal articles, conference papers and proceedings, newspaper articles, statistics, research papers, which are fully indexed by the contributors on standardised data input forms and sent to the network centre for editing and processing. Most of the contributors are library staff attached to their respective research organisations, government departments, etc.

Several guidelines on coverage for ATLIS ensure that duplication of indexed entries is kept to an absolute minimum:

- . either the whole library collection is monitored for relevant material and indexed accordingly e.g. the Commonwealth Department of Transport Library, the Bureau of Transport Economics Library, and the Commonwealth Department of Aviation Library.
- . or specific journals or publications are indexed e.g. the Port Authorities.
- . or the organisation or department's own publications are indexed e.g. some of the rail authorities.

A long list of journal titles related to transport was initially divided up amongst the contributors on the grounds of 'who held what' and how many titles they were able to scan and index.

The bottom line on 'who indexes what, and how much' is determined largely by staff resources of the contributing body, rather than how much material they may have to contribute.

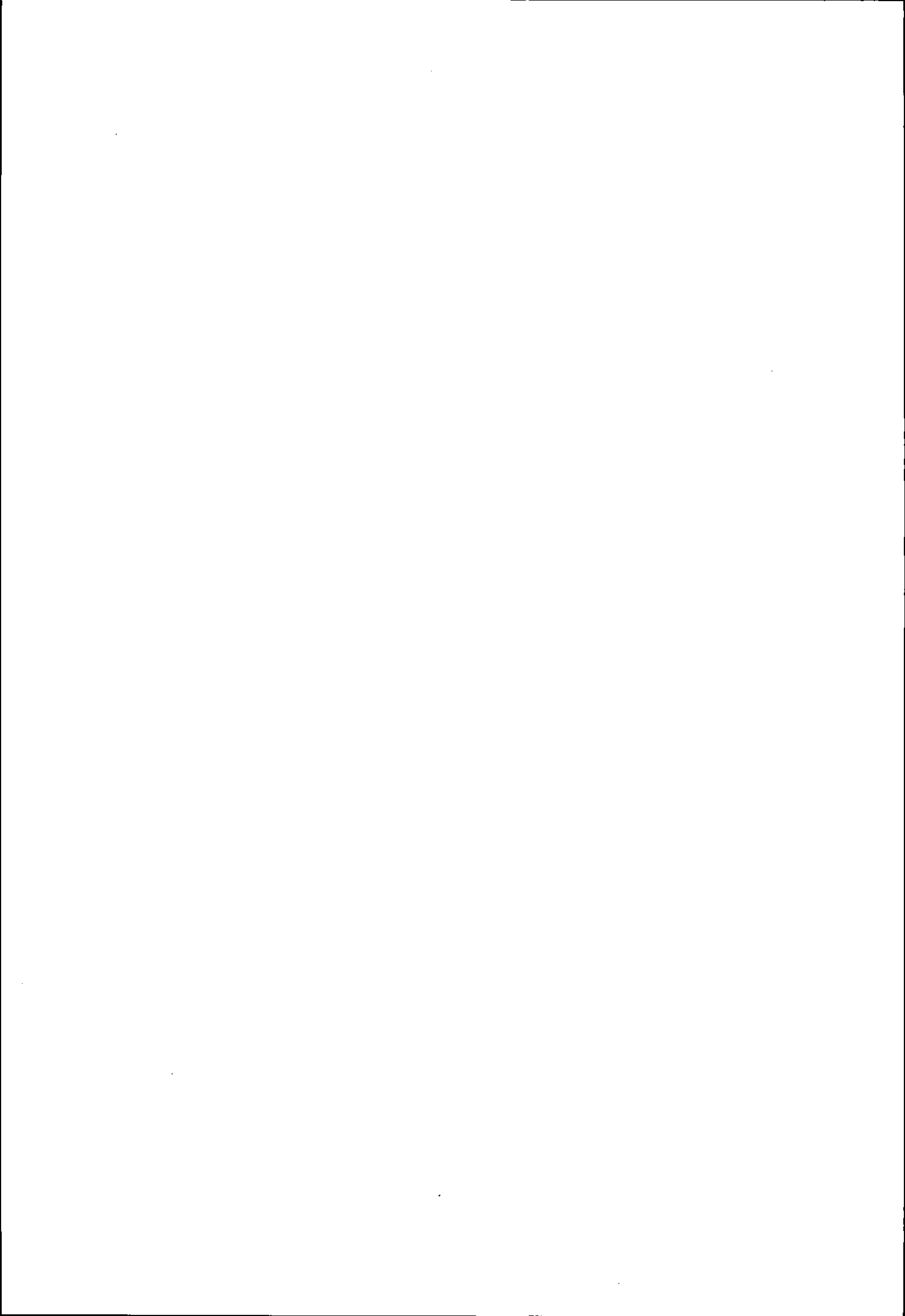
Co-operative indexing ventures beware: some dangers

Once a system is up and running, there are several possible pitfalls which can lead to a co-operative system getting into difficulties:

- . Staffing shortages and changes, which put extra burdens on staff in the particular contributor area concerned, or on other contributors who have to try and take up the slack, or which could result in gaps in the coverage from time to time.
- . Insufficient time and effort available to the central network agency for monitoring and editing contributor input, which leads to decline in the standard of entries and the finished product.
- . Lack of close contact and communication with contributors, which again can lead to a decline in the quality of entries, and also the quantity.
- . Coverage becoming too broad or too narrow, so that it is not as useful to those contributing as it may have been before. This could also lead to a slackening off of interest and therefore entries by particular contributors.

Recommendations

- . There needs to be very detailed arrangements worked out at the beginning for coverage: who will be doing what, and this needs to be monitored and developed and changed where necessary.
- . The finished product has to be useful to those inputting in terms of coverage and content - they need to feel that they are helping themselves.
- . There needs to be close and constant communication between the network centre and contributors. A possible solution, apart from personal visits, letters and telephone calls, is a regular newsletter or bulletin, keeping contributors in touch with changes, etc.
- . The actual task of indexing needs to be kept fairly straightforward so that it doesn't end up to be a 'chore' and left on the bottom of the in-tray. Careful thought needs to be given to the design of the input form, the extent of the indexing (eg., whether abstracts are to be included), subject thesaurus and authority files (in particular, their maintenance) etc.
- . In hindsight, it is probably better to develop a 'closed' network of contributors, so that coverage can be worked out from the beginning, and all aspects of the topic be comprehensively covered.
- . Careful thought also needs to be given to the editing and processing procedures, namely that they be as streamlined as possible while not sacrificing comprehensiveness, and that the central network centre has the staff to cope with this part of the workload.



CLOSING DISCUSSION

Gael Parr chaired a final session where delegates discussed issues raised during the Seminar, and examined potential developments and areas of co-operation for the coming two years.

The initial discussion centred on resolutions passed at the end of the Fourth Seminar in March 1984. A number of these resolutions related to establishing standards for prison libraries and funding a project to develop appropriate standards. Little progress has been made since 1984, and delegates agreed that it would still be appropriate to seek funding for a project through the Criminology Research Council. Heads of library and information science teaching departments could be advised of the availability of a project for candidates undertaking a dissertation for a higher degree.

Further discussion followed on the involvement of the Institute's Library producing the Criminology Union Catalogue and the Union List of Periodicals. The Union List of Periodicals had already been terminated by the time of the Fourth Seminar. It was agreed that work on such a list is labour intensive and offers a poor return for the work. An increasing number of serial records are now appearing on ABN, and all libraries are encouraged to contribute their holdings. Most criminal justice librarians have now accepted the reasons for the Institute terminating the Criminology Union Catalogue scheme. No CUC cards will be accepted beyond 30 June, 1986. One option available to criminal justice libraries is to utilise the J.V. Barry Memorial Library's membership of ABN to provide a computer-based Australian criminology union catalogue.

The remaining time was taken up with consideration of CINCH as a database on AUSINET; issues relating to CINCH content and production; and overall use of the database.

All delegates agreed that having CINCH publicly available is a great step forward for criminal justice libraries in Australia. The availability of CINCH underscores the importance of all libraries purchasing or gaining regular access to a search terminal, be it a personal computer or asynchronous terminal. It is hoped that the level of use of the database will show a marked increase once criminal justice libraries are suitably equipped for online searching.

Other comment alluded to ACI's charging structure for users of AUSINET databases. Some searchers are inhibited by the \$40 monthly account fee imposed on users of the AUSINET databases. Librarians who are irregular users of AUSINET databases are

discouraged from using CINCH when they realise that their first keystroke each month incurs a \$40 charge. While this charging problem creates difficulties for staff seeking to promote and increase the use of CINCH, there are considerable advantages in CINCH being accessible via Australia's best known online vendor. The main challenge for librarians who are relative newcomers to the use of online search services, is to convince their management and end users of the value of these services and to budget accordingly.

Delegates also commented on the inadequate coverage of some criminological subject matter on CINCH. The database only contains subject matter relating to Australian crime and criminology, and therefore material written by Australia~~ns~~ about overseas developments is not indexed, unless the material is a comparative treatment involving some Australian subject.

Institute staff acknowledged that certain subjects have received an inadequate coverage on CINCH, and hope that introduction of co-operative contributions will rectify some of the problems. In addition, it is hoped that some retrospective indexing projects will fill some gaps evident with material published prior to 1980.

FIFTH SEMINAR FOR
LIBRARIANS IN THE CRIMINAL JUSTICE SYSTEM

15-17 April 1986

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