Programs & Invitations

General guidelines

Programs and invitations are kept for their information content or social interest. In filing ephemera into this run it is important to consider why an event is being held. Ask yourself what its "subject" or raison d'etre is, and then file the ephemera under the most appropriate heading. In general, ephemera is only filed under a single heading. If you think an additional entry is warranted, photocopy the first page of the item, and file the photocopy in the alternative location. Make sure you annotate the photocopy to indicate the location of the original.

Programs and invitations are entered under only a few broad types of headings:

- **Names of specific events**
  Continuing or one-off events not associated with an organization and not honouring a person are entered under the name of the event, unless one of the detailed guidelines listed below applies.

- **Names of organizations**
  Events associated with the continuing operations of an organization are entered under the name of the organization.

- **Names of people**
  Events honouring a person's life and achievements, or their contributions to society are entered under the name of the person. Events to mark a person's appointment to or retirement from a particular organization are considered part of the history of the organization, and are entered under the name of the organization.

- **Names of places**
  Events associated with or celebrating a particular place or area are entered under the name of the place, qualified by state. Events associated with an overseas country are entered under the name of the country.

- **Names of general types of events**
  Programs and invitations associated with particular types of events are entered under the general headings listed in the detailed guidelines attached.

As a last resort, events which don't fit into any of these categories should be entered under subject. Use LCSH to find an appropriate subject heading.

There are some exceptions to these guidelines, so always check the list (as follows) first.
AUSTRALIAN EPHEMERA COLLECTION - PROGRAMS & INVITATIONS

A

Agricultural shows

Anzacs & Anzac Day
  RT Rememberence Day
  World War I
  World War I - Memorial services
  World War II
  World War II - Memorial Services

Appointment ceremonies
Events associated with the appointment of an individual to an organization are entered under the name of the organization

Armistice Day
  USE Remembrance Day

Army
  UF Defence force events
  BT Australian military forces
  RT Royal Australian Air Force
  Royal Australian Navy

Australia Day
  UF Australia Day celebrations, for any year except 1888, 1938 & 1988
  RT Celebrations - Settlement

Australian military forces
  UF Defence force events
  NT Army
  Royal Australian Air Force
  Royal Australian Navy

B

Balls
For all ephemera associated with large formal gatherings for social dancing. Charity balls intended to raise money for a particular organization are entered under the name of the organization. Balls held to celebrate a particular event such as Queen Victoria’s Jubilee are entered under the name of the event.
  UF Dances

Beauty pageants
For all programs & invitations for beauty pageants.

Bicentenary (Australian)

Bicentennial events
  USE Settlement - 200 Years

Book launches

Bridge openings
  USE Name of the bridge if it has its own name; else the name of the river.

Building openings
If a building is associated with an organization, use the name of the organization. If the building is ‘famous’ use the name of the building. Otherwise, use the name of the town or city

C

Car Rallies

Celebrations - Federation
  UF Federation events (1901)

Centenary (Australian)

Centenary - Victoria -

Centenary Events
  USE Settlement - 100 Years

Christmas cards

Church consecrations
USE the name of the church or cathedral, qualified by place name.

Coronation celebrations
USE the name of the monarch e.g. George V

D

Dances
  USE Balls

Defence force events
If more than one of the headings is suitable,
  USE Australian military forces
  Otherwise,
  USE Army
    Royal Australian Air Force
    Royal Australian Navy

Diplomatic functions
  SEE Embassy functions

2/12/96
Embassy functions

Functions given by Australian embassies overseas or by a foreign embassy or diplomatic mission in Australia are entered under the name of the relevant country.

Exhibitions

USE the name of the organizing body, if it is not a commercial gallery. For group exhibitions of painting or sculpture, use Painting or Sculpture; for one-person exhibitions use the name of the painter or sculptor. All other exhibitions, use Exhibitions.

Graduation ceremonies

USE the name of the university or organisation

High Commission functions

SEE Embassy functions

Fashion parades

Federation events (1901)

USE Celebrations - Federation

Ferries

USE Urban transport

Film

For film previews & souvenir programmes.

Freedom of the City

USE the name of the person or group being honoured

Friends of ...

USE the name of the organization e.g. National Library of Australia

Funerals

USE the name of the person

Lectures

Use only if the lecture is not one of a series & has no organizing body. If a lecture is part of a series, use the series title. If the lecture is a one-off, but has an organizing body, use the name of the organizing body.

Mayoral events

USE the name of the city, town, or municipality

Memorial services

Memorials for a specific person, are entered under their name. Services to remember war dead, which do not occur on ANZAC or Remembrance Days, USE World War I - Memorial Services; World War II - Memorial Services

2/12/96
Memorials
For the unveiling of memorials use the name of the person or group being honoured.
RT War memorials

Migrants in Australia
USE (Nationality or race) in Australia
  e.g. Germans in Australia

Parliament (Qualified by State)
UF Openings of State Parliaments

Parliamentary functions (Qualified by State or Commonwealth)
For all events associated with Parliament, excluding openings of Parliament, e.g. members dinners, retirement dinners etc.

Peace celebrations
For general peace celebrations.
RT Anzacs & Anzac Day
    Remembrance Day

N

O

Omnibuses
USE Urban transport

Openings of Commonwealth Parliament
USE Parliament (Commonwealth) for all except 1901, 1927 & 1988 which have separate files under this heading.

Openings of State Parliaments
USE Parliament (Qualified by state)

Ordinations
USE The name of the religion
  e.g. Anglican Church of Australia

Overseas events
USE The name of the overseas country, unless the event is to honour the life-long contributions of a particular person, or the event relates to an occasion such as ANZAC Day or the Coronation of Queen Elizabeth II.

Q

R

Radio
For events relating to radio stations & radio services.

Railways
UF Trains
RT Shipping
    Urban transport

Remembrance Day
UF Armistice Day

Retirement ceremonies
Events associated with the retirement of an individual from an organization are entered under the name of the organization.

Returned servicemen
Events held by returned servicemen's associations, & events for returned servicemen

Royal Australian Air Force
UF Defence force events
BT Australian military forces
RT Army
    Royal Australian Navy

Royal Australian Navy
UF Defence force events
BT Australian military forces
RT Army
    Royal Australian Air Force
Royal visits (Subdivided by year & visitor)  
Visits by non-British Royalty are filed under the name of the country.  
UF British Royal Family visits  

United States Fleet Visit, 1908  

Urban transport  
UF Ferries  
Tramways  
Omnibuses  
RT Railways  
Shipping  

Vice-Regal functions  
If the event relates to a specific occasion or organization, use the name of the event or organization. If events do not relate to parliamentary responsibilities, or specific events & organizations, use personal names. If the event is attended in an official capacity at Parliament House, 
USE Parliamentary functions  

Vintage car rallies  
USE Car rallies  

W, X, Y, Z  

War activities  
USE World War I  
World War II  

War memorials  
UF War memorials, except the Australian War Memorial  

Wattle Day  

World War I  
Events during Wartime relating to the War effort but which are not memorial services, peace celebrations, or intended for returned servicemen.  

World War I - Memorial services  
Services to remember war dead, which do not occur on ANZAC or Remembrance Days.  

World War II  
Events during Wartime which relate to the war effort but which are not memorial services, peace celebrations, or intended for returned servicemen.  

World War II - Memorial Services  
Services to remember war dead, which do not occur on ANZAC or Remembrance Days.  

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