

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.

A

Agricultural shows

Anzacs & Anzac Day

- RT Remembrance 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*

E

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**.*

F

Fashion parades

Federation events (1901)

*USE **Celebrations - Federation***

Ferries

*USE **Urban transport***

Film

For film previews & souvenir programmes.

Flower shows

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

G

Governors

*SEE **Vice-Regal functions***

Governors-General

*SEE **Vice-Regal functions***

Graduation ceremonies

USE the name of the university or organisation

H

High Commission functions

*SEE **Embassy functions***

I

J

K

L

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.

M

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*

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

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.

P

Painting

For group exhibitions of paintings.

RT Exhibitions

Parliament (Commonwealth)

UF Parliamentary openings except 1901, 1927 & 1988, which have separate files under this heading.

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

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

S

Schools (Subdivided by State)
USE this heading if the name of the school or the location of the school are not known. If these details are known, use the name of the school, qualified by name of the place.

Sculpture

UF Group exhibitions of sculpture
 RT Exhibitions

Settlement- 100 Years

USE Centenary

Settlement - 150 Years

RT Australia Day

Settlement - 200 Years

USE Bicentenary
 RT Australia Day

Shipping

For ephemera relating to commercial & merchant shipping. For warships, use the name of the vessel.

RT Railways
 Urban transport

Sporting events

USE Name of the sport
 e.g. Cricket

T

Trains

USE Railways

Tramways

USE Urban transport

U

V

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.