AFDA Express Version 2 Index

Publication

2020

INDEX

This index lists the records, activities, classes and related key terms in the Publication function of AFDA Express in single alphabetical sequence.

Indexed references should only be used as a guide to the Authority. The main access tool should be the function and class scope notes.

**A**

acquisition, goods and services, in support of publication, *see* PROCUREMENT

address lists, distribution, publication, 62618\*

advertising campaigns, *see* marketing

advice, publication, 62619

agency logos, implementation and administration, 62618\*

agency manuals, publication, *see* manuals

agency internal publications, publication of, *see* production

agency public websites, publication, *see* websites

agency publications (produced or commissioned), publication of, *see* production

agency style guides/manuals, *see* manuals

agency-wide publication plans, planning and plans, publication, 62618\*

agreements and contracts, publication, 62617/62619

agreements and contracts under seal (including deeds), publication, *see* CONTRACTS UNDER SEAL/DEEDS

annual reports (agency), development of, s*ee* EXTERNAL RELATIONS

annual reports (agency), published versions, production and distribution of, *see* reporting and reports

articles, publication of, *see* production

audio recordings (such as cassette tapes, vinyl records, and podcasts), publication of, *see* production

audio-visual productions, publication of, *see* production

audit, publication, 62619

**B**

binding, production process, publication, 62618\*

books and booklets, publication of, *see* production

brochures, publication of, *see* production

**C**

calendars, publication of, *see* production

catalogues and programs, publication of, *see* production

CD-ROMs, publication of, *see* production

CDs, publication of, *see* production

charts, publication of, *see* production

circulars, publication of, *see* production

client address lists, distribution, publication, 62618\*

commissioned publications, *see* production

committees, publication, 62618\*

Commonwealth Library Deposit and Free Issue Scheme, *see* legal deposit

complaints (not resulting in litigation), publication, 62619

complaints (resulting in litigation), publication, *see* LEGAL SERVICES

compliance, publication, 62614/62616/62619

compliance, publication, legal deposit obligations, *see* legal deposit

conference proceedings, publication of, *see* production

consultation, stakeholder, production process, publication, *see* production

contracting-out, publication, *see* PROCUREMENT

contracts, *see* agreements and contracts

contracts under seal (including deeds), *see* CONTRACTS UNDER SEAL/DEEDS

copyright, publication, *see* intellectual property

corporate style, implementation and administration, publication, 62618\*

corporate style guides/manuals, development and implementation, publication, 62618\*

Crown copyright agreements, publication, 62617

customer services, publication, 62618\*

**D**

deeds, publication, *see* CONTRACTS UNDER SEAL/DEEDS

deliveries, publication, 62618\*

design, production process, publication, 62618\*

desktop publishing, production process, publication, 62618\*

digital publications, publication of, *see* production

directives, publication, 62618\*

disks, computer, publication of, *see* production

dispatch, publications, 62618\*

disposal, publication,

agency library collections, *see* TECHNOLOGY AND INFORMATION MANAGEMENT

 duplicates and surplus publication stock, 62613/62614

distribution, publication, 62618\*

documents, corporate style, 62618\*

drafting, publication content, 62613/62614/62615/62618\*

duplicate publications, publication, 62613/62614

DVDs, publication of, *see* production

**E**

editing, publication content, 62613/62614/62615/62618\*

enquiries, publication, 62618\*

evaluating, publication, 62619

**F**

Facebook, *see* EXTERNAL RELATIONS

film, publication of, *see* production

financial transactions, publication, *see* FINANCIAL MANAGEMENT

freedom of information, compliance, *see* TECHNOLOGY AND INFORMATION MANAGEMENT

**G**

greeting cards, publication of, *see* publication

**H**

handbooks, publication, 62618\*

harvesting of agency public websites, *see* websites

**I**

indexing, production process, *see* production

information sheets, publication of, *see* production

Information Privacy Principles (IPP), compliance, 62619

Information Publication Scheme (or equivalent), compliance, *see* TECHNOLOGY AND INFORMATION MANAGEMENT

infringements, copyright, publication, *see* LEGAL SERVICES

intellectual property, publication,

 establishment and administration of, *see* LEGAL SERVICES

 copyright, agreements to vest Crown copyright, 62617

copyright, managing applications received seeking permission to reproduce material in which the agency holds copyright, 62619

copyright, applications made by the agency to reproduce material of other entities, 62619

 copyright licensing decisions, 62619

 infringements of, *see* LEGAL SERVICES

 royalties, *see* royalties

internal agency publications, publication of, *see* production

internal websites (intranets), decommissioned, publication, *see* websites

International Standard Book Number (ISBN), allocation of, compliance, 62619

International Standard Serial Number (ISSN), allocation of, compliance, 62619

intranets (internal websites), publication, *see* websites

inventories, agency publications, 62618\*

inventories, moveable assets and equipment (other than agency publications), *see* ASSET MANAGEMENT

ISBN (International Standard Book Number), allocation of, compliance, 62619

ISSN (International Standard Serial Number), allocation of, compliance, 62619

**J**

joint ventures, publication,

 agreements and contracts, *see* agreements and contracts

 establishment and management of, 62619

journals, publication of, *see* production

**L**

layout, production process, publication, 62618\*

legal deposit, publication,

publications lodged in compliance with (excluding agency public websites and intranets), 62614

agency public websites and intranets lodged in compliance with (including harvesting by National Library of Australia), 62615/62616

 management of obligations, 62619

legislation,

 copyright, compliance with, *see* intellectual property

 legal deposit, compliance with, *see* legal deposit

freedom of information, compliance with, *see* TECHNOLOGY AND INFORMATION MANAGEMENT

letterheads, *see* corporate style

library collections, agency, *see* TECHNOLOGY AND INFORMATION MANAGEMENT

logos, *see* corporate style

**M**

magazines, publication of, *see* production

manuals (including corporate style guides/manuals), development and implementation, publication, 62618\*

manuals, publication of, *see* production

maps, publication of, *see* production

markup, production process, publication, 62618\*

market research, publication, 62619

marketing, publication,

campaigns (including advertising and promotion), external audiences, *see* EXTERNAL RELATIONS

 campaigns (including advertising and promotion), internal audiences, 62619

 plans, publication-specific, 62618\*

 research, 62619

meetings, publication, 62619/62618\*

memoranda of understanding, publication, *see* agreements and contracts

metadata, production process, publication, 62619

multimedia (eg CD ROM), publication of, *see* production

multimedia production, production process, publication, 62618\*

**N**

National Library of Australia,

 harvesting of agency public websites, 62615/62616

 compliance, legal deposit, *see* legal deposit

 publications lodged with, 62614

newsletters, publication of, *see* production

**O**

official symbols, compliance, 62619

online publications, publication of, *see* production

online reports, external, *see* reporting and reports

operating manuals, publication, *see* manuals

**P**

pamphlets, publication of, *see* production

papers, published versions of, *see* production

photographs and videos,

 event photography (such as publication launch), *see* EXTERNAL RELATIONS

 promotional, *see* marketing

 publication of, *see* production

planning and plans, publication, 62618\*

plans and maps, publication of, *see* production

policy, publication, 62619

podcasts, publication of, *see* production

posters, publication of, *see* production

pricing, publication, *see* sales

printing, production process, publication, 62618\*

privacy, publication, *see* compliance

procedures, publication, 62618\*

product launches, publication, *see* marketing

production (agency produced or commissioned publications), publication,

 agency public websites, *see* websites

 distribution of publications, 62619

 duplicate publications, 62613/62614

 internal websites (intranets), *see* websites

 management of, 62618\*

procurement of goods and services to support production of publications, *see* PROCUREMENT

 production processes, 62618\*

 published versions of publications, 62613/62614/62619

 social media, establishing agency accounts, *see* EXTERNAL RELATIONS

 standards, publication, compliance with, 62619

 websites hosted on behalf of other organisations, *see* websites

programs and catalogues, publication of, *see* production

project plans, publication, 62618\*

promotion, publication, *see* marketing

proof-reading, production process, 62618\*

publication committees, 62618\*

publication complaints, *see* complaints

publication copyright, *see* intellectual property

publication corporate style, 62618\*

publication enquiries, 62618\*

publication launches, *see* marketing

publication manuals, *see* manuals

publication marketing, advertising and promotion, *see* marketing

publication plans, 62618\*

publication policies, 62619

publication procedures, 62618\*

publication production, *see* production

publication standards, compliance with, 62619

publication statutory requirements, compliance with, 62619

publications, agency produced or commissioned, publication of, *see* production

publicity campaigns, *see* marketing

published reports, publication of, *see* reporting and reports

**Q**

quality assurance, production process, publication, 62618\*

**R**

registers of risks, publication, 62619

reporting and reports,

agency annual reports, development of and final version, *see* EXTERNAL RELATIONS

 agency annual reports, distribution of, 62619

 publication, final versions of reports, 62619

 publication, developing/drafting, 62618\*

 published versions of reports (including agency annual reports), *see* production

reprints, publication of, *see* production

reproduction of copyrighted material, applications, *see* intellectual property

research, market, publication, 62619

research, publication content, 62613/62614/62615/62618\*/62619

retailers, liaising with, *see* sales

reviewing and reviews, publication, final versions, 62619

reviewing and reviews, publication, development and establishment, 62618\*

risk management, publication, 62619

risk register, publication, 62619

royalties, establishment and management of, *see* LEGAL SERVICES

royalties, financial transactions relating to, see FINANCIAL MANAGEMENT

**S**

sales, publication,

 distribution (including lists of client addresses), 62618\*

 management of, 62619/62618\*

 market research to support publication development, 62619

 marketing, advertising and promotion, external, *see* EXTERNAL RELATIONS

 marketing, advertising and promotion, internal, 62619/62618\*

 pricing, 62619

scripts, post-production, publication of, *see* production

serials, publication of, *see* production

social media, presence, establishing and managing, *see* EXTERNAL RELATIONS

standards (mandatory or optional), publication, compliance with, 62619

stationery,corporate style, 62618\*

statutory requirements, publication, compliance with, *see* compliance

stocktake, agency publications, 62618\*

stocktake, moveable assets and equipment (other than agency publications), *see* ASSET MANAGEMENT

style guides/manuals, developing and implementing, publication, 62618\*

supply of publications, distribution, publication, 62618\*

surplus publication stock, disposal of, 62613/62614

surveys, supporting marketing and publication development, *see* market research

**T**

tendering, publication, *see* PROCUREMENT

titles of publications, compliance, publication, 62619

training materials, publication of, *see* production

transcripts, publication of, *see* production

Twitter, *see* EXTERNAL RELATIONS

typesetting, production process, publication, 62618\*

**U**

URL (Uniform Resource Locator), allocation of, compliance, 62619

**V**

videos, publication of, *see* production

**W**

web publishing, production process, publication, 62618\*

websites (including intranets), publication,

 agency public websites, 62615/62616

 internal websites (intranets), decommissioned, 62619

 legal deposit (including harvesting by National Library of Australia), 62615/62616

 privacy statements associated with, compliance, 62619

 production processes, 62618\*

procurement of goods and services to support creation and maintenance of websites, *see* PROCUREMENT

 online publications (ie in electronic format), 62613/62619

 social media, establishing agency accounts, *see* EXTERNAL RELATIONS

 standards, publication, compliance with, 62619

 system logs, *see* TECHNOLOGY AND INFORMATION MANAGEMENT

 URL (Uniform Resource Locator), allocation of, compliance, 62619

 websites hosted on behalf of other organisations, 62619

working groups, publication, 62618\*

**Y**

Youtube accounts, *see* EXTERNAL RELATIONS

\* Default class 62619 can also be used to sentence where class 62618 is indicated.