

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, *see* 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.