



Local Studies Collection Development Policy

Sutherland Shire Council

Document review and approval

This document has been approved by

	Name	Minute No	Date approved
1	Lifestyle Recreation and Sports Committee – LRS014-16	108	10 August, 2015
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Revision history

Version	Author	Date	Revision
1	Manager Library and Information Services	3 August, 2015	Original Version

1 Purpose

The Sutherland Shire Libraries Local Studies Collection is of central importance in supporting and enriching the community's understanding of its local identity as well as the past which also shapes the present and future.

The Policy guides and informs development of a repository which is an important reference and research facility for the local area. The Policy is a companion document to Sutherland Shire Libraries' Collection Management Strategy, providing specialist advice to guide and inform local history collection requirements.

2 Application

Sutherland Shire Libraries are the primary information source for people seeking information pertaining to the history of the area. There is a high level of interest in local studies and the library has close links with community based groups such as local historical and family history societies. Numerous interstate and overseas enquiries are also received.

The local area shall be defined as:

- The areas within the boundaries of the Shire of Sutherland;
- Information will include the social, political, economic and physical history of the Sutherland Shire including all cultural and ethnic groups;
- Where appropriate materials with wider area coverage than the Sutherland Shire will be included (e.g. adjacent areas in other municipalities).
- The Library and/or other relevant authorities should provide an annual budget for the purchase of relevant local studies materials in all formats and for the development of resources such as databases, digitised material, multimedia, conservation and preservation of materials.

3 Definitions

The objectives of this policy are to provide guidelines for the content, management, preservation, development and promotion of the Local Studies Collection as a community resource.

It should conduct this in the following ways:

- By acting as a source of information on the history of the Sutherland Shire;
- By continuing to acquire material relevant to the community;
- By providing a safe and secure repository for material of past, present and future interest that might otherwise be lost to the community;
- By acting as a central point of knowledge and contact for all interested parties, both users and collectors for both general education and specialised research;
- Through the availability of contemporary LHC location tools
- Through working co-operatively with local history and family societies;

4 Principles

The Sutherland Shire Libraries Local Studies Collection Development Policy:
Supports the development and delivery of identified strategic objectives and actions;
Ensures that objectivity and professional rigor inform the selection and deaccessioning process:

- Provides guidelines for the collection, including subject profiles, depth of coverage and resource formats;
- Collects, documents and permanently preserves all resource material that reflect the history, development, culture and society of the Sutherland Shire.
- Promotes and interpret the Collection as a significant part of the heritage of the area;
- Provides appropriate conditions for the conservation, storage and protection of the Collection and maintains a permanent keeping place which includes an archive room for optimal preservation of unique documents and materials and adequate storage for the digital archive of oral history interviews, photographs and various digital documents on a server as well as back up media as it must remain future proof;
- Provides an information service to individuals, groups, elected members and council officers makes the Collection accessible (where it is not to the detriment of original materials) to all interested people;

The Local Studies Collection will be available to anyone interested in the social, cultural and environmental history of the Sutherland Shire.

- The Collection should be thematically comprehensive, containing material on all aspects of the area geographical, indigenous, sociological, educational, historical, economic and political.
- The Collection will cover a timeframe from the earliest recorded information about the area to the present day.
- The Collection should consist of a wide variety of formats, including print materials, cartographic materials, photographic materials, audio-visual materials and digital forms.
- There will be both original materials and copies of original materials. Copies may be print or digital copies.
- The Collection should aim to be an archive for community.
- The Collection should act as a reference point for researchers to sources of material both within and outside the Collection.
- The management of the Collection will be based on the premise that it is a permanent collection to be preserved and designed for long term community use. It will be a reference collection with no items available for loan.

5 Related and Associated Council Policy and Procedures

Selection

The Collection will include:

Monographs

- Published and unpublished monographs relating to the history, geography, social and political aspects of the Sutherland Shire and its development;
- Literary or research works by local residents or organisations about the Sutherland Shire;
- Fiction works based in the area
- Directories and street guides
- Reports
- Electoral rolls and
- Background and professional reference texts where helpful to historical and current research and collection management.

Serial publications

Newsletters and journals of local and general historical and genealogical interest; and Relevant articles, both current and retrospective, from State and National newspapers.

Ephemera

Brochures, pamphlets, programs etc, and other miscellaneous items relating to past and present community activities.

Images

- Original prints or copies, born digital images reflecting the past and the present and
- Negatives and slides
- Images of artefacts not held in the collection but of local interest.

Maps and plans

- Maps and plans created by the Sutherland Shire
- Maps and plans which have originated in State Government Departments
- Published and unpublished maps
- Survey plans
- Land subdivision and real estate maps
- Historical Architectural plans
- Aerial Photographs and
- Maps relating to genealogical research.

Archival Material

Material will be collected if it directly relates to the Sutherland Shire and may include the following:

- Manuscripts materials, handwritten or printed
- Personal or family papers and memorabilia such as journals, diaries, letters, greeting cards, invitations, drawings, etc. ;
- Archives of current and former community organisations, local businesses, associations, sporting bodies, etc;

Council items of historical interest to researchers

All formats.

Council documents should be preserved in digital format whenever possible.

Oral Histories

- Interviews with residents and former residents of the Sutherland Shire of all ages and ethnic origins, relating to a variety of local subjects
- Create regular interview projects to form the Oral History Collection;
- Transcribe and index all interviews; and
- Provide online access to interviews and transcripts.

Audio and Visual Recordings

Accept loans with regard to copyright considerations of movie films and video tapes for digitizing;

DVDs created by residents, businesses or Sutherland Shire Council departments; and

Audio visual recordings of some interviews for possible use of the Sutherland Shire Libraries web page.

Artefacts

The Collection will generally not include artefacts due to the issue of storing and preserving such material. Small items of local interest may be kept and or photographed and the photographs included in the Collection.

METHOD OF ACQUISITION

The acquisition of material for the Local Studies Collection must focus on the community and its needs. Collection of materials should be pro-active and retrospective.

Purchase

- Acquisition will be based on cost, rarity, storage space and used demand;
- High priority will be placed on items which fill gaps in the Collection;
- Multiple copies of key local texts are desirable in order to ensure that there are adequate resources of present and future needs. One copy may also be required for loan if a book is not suitable to be used solely for reference; and
- Historically significant photographs, illustrations or artworks may be purchased. Subscriptions can be made to relevant journals.

Copying

Copies may be acquired as photocopies, scans or digital files.

Creation

The Local Studies Centre will create materials and publications in a variety of ways including:

- Oral History Interviews
- Photographic projects
- Publishing books, Brochures and pamphlets
- Newsletters; and
- Notes and guides

Gifts /Donations

Gifts/Donations in the form of material for the Local Studies Collection are evaluated under the same criteria as purchased materials. The Local Studies Librarian may decline to accept for the Local Studies Collection any gift/donation that seems inappropriate to the collection or that would be more appropriate in another repository.

Items will only be accepted without encumbrance

Sutherland Shire Libraries' justifications for not accepting gifts may include, but not necessarily be limited to the following:

- Outside the Library's scope
- Size of the collection in relation to available space
- Deteriorated or lacking in physical integrity unless unique
- Cannot be preserved
- An inauthentic or duplicate document
- Limited relevance and research potential
- Collections accepted by the Library need not be retained as a whole, but may be divided, with some items put into the Local Studies Collection and remaining items donated-on.

Donation or deposit

Worthwhile material s that do not fit the acquisition criteria will be offered to other appropriate organisations/institutions;

- A donor form should be completed for each donation;
- All donations should be acknowledged;
- Ability of the library to care properly for and use the acquisition;

- In accepting donations the library shall be cognizant of the space and preservation needs inherent in the local library, the research potential of the item and the suitability of the material in Sutherland Shire Libraries comparative to other repositories.
- All primary material source materials donated should be accompanied by identifying documentation together with any other relevant descriptive documentation including provenance and the donor's right to dispose of the material.
- The Local Studies Centre reserves the right, under special circumstances to dispose of material at a later date.

REAPPRAISAL AND DEACCESSION POLICY

From time to time the Library may review items held in the Local Studies Collection. Items that are being assessed for deaccessioning must meet one or more of the following criteria:

- Lack of relevance to the purpose and collecting aims of the collection as outlined in this policy;
- Inability to safely store and manage the item with the resources available to the Local Studies Collection;
- The item is of poor condition;
- Items proposed for deaccessioning will be formally approved by Manager Library Services;
- A deaccession form will be completed for each new deaccession. This form must be signed by the Local Studies Librarian and Manager Library Services. This form is to be kept in the master deaccession folder. A digital copy of the form and attachments is to be lodged on the Council's Document Management System;

Disposal

There are 2 preferred methods of disposal;

- Return to donor;
- Transfer to another collecting body;
- If neither option is possible further consideration must given to other appropriate methods of disposal. Destruction of materials should only be used as an option if items are contaminated, duplicated materials or obsolete formats.

ORGANISATION AND RECORDING

Items will be organised in a manner which gives the greatest access to their content, with consideration to the various formats in which they may be held and in accordance with the Local Studies guidelines for Collection Preservation.

PRESERVATION AND SAFE STORAGE

It is essential that all items in the collection are correctly stored utilising best practice standards to ensure their longevity and in accordance with Local Studies guidelines for Collection Preservation.

A preservation plan which outlines relevant correct storage conditions to permanently preserve materials.

A Disaster control plan should be developed.

ACCESS TO THE COLLECTION

The Collection is reference only and no items may be borrowed except under special circumstances at the discretion of the Local Studies Librarian;

- Access is provided to all parts of the Collection except those of a sensitive or delicate nature. Items in the archive must be retrieved by reference staff and brought into the Local Studies Room for researchers;
- Access will only be under staff supervision. The Local Studies Room will be locked when no supervision is available due to the irreplaceable nature of the Collection;
- Access to the contents of the Collection will be through the Library Management System, the Local History Image Library, Local Studies Room vertical files and shelf guides and Sutherland Shire Libraries webpage and social media sites;
- It is preferable to include material in digital form subject to copyright reproduction and budget constraints. This includes the digitisation of materials already held in the Local Studies Collection. Opportunities to apply for grants to enable this will be pursued.

PROMOTION

Seek the most appropriate methods to promote the Collection and history of the area.

- Printed material will also be promoted online, around the Sutherland Shire and the wider community;
- Displays and exhibitions in the Local Studies Room, library, council offices or other public areas and events;
- Use of the website, online newsletter and social media to foster awareness of the Local Studies Collection and to encourage use and participation in contributing to the Collection;
- Hold workshops and tutorials and regular speakers and talks in the Local Studies Room, library, other public areas;
- To supply promotional material for the Library's online newsletter and promotion in local newspapers and media;
- To encourage involvement of local community groups or individuals;
- Work with local schools to promote the use of the Collection. Encourage school visits or make classroom visits.