Griffith City Library Local Studies Collection Development Policy CC-CP-601

(PUBLIC POLICY)

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	22/01/2019	19/015	01/03/2019

2 Policy Objective

The Local Studies Collection Development Policy (the Policy) is an essential component of effective public library collection management. The Policy communicates the parameters of the collection and a framework for its development.

The Local Studies Collection will:

- Be a primary source of information on the history of the Griffith Local Government Area.
- Continually acquire material relevant to the community in this designated area.
- Provide a safe and secure repository for material of past, present, or future interest that might otherwise be lost to the community.
- Act as a central point of knowledge and contact for all interested parties.

3 Policy Statement

3.1 Description of the Local Studies Collection

The Griffith City Library's Local Studies Collection is of central importance in supporting and enriching the community's understanding of its local identity and how the past has shaped the present. The Library holds the materials in the collection in trust for future generations.

Griffith City Library is primarily responsible for the acquisition, conservation and organisation of these resources, prior to making them appropriately accessible to the community. This Policy provides specialist advice to guide and inform Local Studies Collection development.

3.2 Purpose

The purpose of the Local Studies Collection is to provide the community with access to a well-organised and balanced collection that reflects Griffith and the Western Riverina's diverse cultural heritage, and meets the needs of its diverse demographic profile, through best practice acquisition, cataloguing, classification, and preservation procedures.

Public libraries are a key agency in the local community for the creation, collection, preservation and promotion of local culture in all its diversity. Where appropriate, and where relevant in partnership with other organisations, the library preserves, provides access to, and maintains a collection that relates to the development of the local community, including both historical and contemporary material.

Guidelines, Standards and Outcome Measures for Australian Public Libraries. ALIA, July 2016.

3.3 Scope

The collection will acquire, describe and preserve resources relating to the Griffith Local Government Area and, where relevant, the Western Riverina region. The collection holds material of significant National importance that is rare and unique to the local area.

The Local Studies Collection consists of material in a variety of formats, all of which contribute to documenting life in the region.

The scope includes, but is not limited to the following:

- Collecting items of relevance that relate to the purpose and scope. The item must have distinctive and verifiable connection with the local area.
- Covering a timeframe from the earliest recorded information about the area to the present day, including pre-settlement local Indigenous culture, heritage, history and experiences – specifically the Wiradjuri Nation.
- Priority will be given to items that are significant to the social, political, economic, agricultural, industrial and physical history of the area, including all cultural and ethnic groups.
- Material must meet the acquisition standards and criteria as per sections 3.10 through 3.12.

3.4 Audience

- Local community - including residents, businesses, artists, workers and content creators.
- Community groups - including Aboriginal Land Councils, cultural groups, and service groups.
- Family history researchers.
- National and State Libraries, historians, researchers and local history societies.

- Council staff, Councillors and Government agencies.
- Media.
- Teachers and students.
- Visitors.

3.5 Accessibility

The Local Studies Collection is publicly accessible but not for loan, although lending copies of popular items are purchased for the general collection where possible.

Griffith City Library will ensure access through providing knowledgeable and helpful staff combined with prompt, ongoing and regular cataloguing of new acquisitions.

- The Local Studies Collection material is not for loan but may be used in the library and if digitised, accessed online.
- Irreplaceable or rare materials are not for general access. Where possible, copies of these materials will be created for public use.
- Duplicate copies of popular material will also be held in the general Library collection and available for borrowing, where possible.
- Where possible, materials will be duplicated in digital format and made available.

3.6 Preservation

Griffith City Library will follow best practice preservation and conservation guidelines wherever possible.

PRESERVATION	*The protection of cultural property through activities that minimise chemical and physical deterioration and damage, and that prevent loss of information. The primary goal of preservation is to prolong the existence of cultural material.*
PREVENTIVE	*Action taken to retard or prevent deterioration of or damage*
CONSERVATION	*to cultural material by control of its environment. This is done through the formulation and implementation of policies and procedures for the following: appropriate environmental conditions; handling and maintenance procedures for storage, exhibition, packing, transport and use; integrated pest management; emergency*

preparedness and response; and reformatting/duplication.

Code of Ethics and Code of Practice. Australian Institute for Conservation of Cultural Material, 2002.

3.7 Digitisation

Enhancing access and ensuring long-term preservation through additional means, such as digitisation, is a priority for certain areas of the Local Studies Collection.

Digitisation and digital surrogates reduce the need for physical handling of valuable or fragile materials and is an effective strategy for preserving content at risk of loss or deterioration. Through digitisation Griffith City Library will extend and enhance access to its Local Studies Collection across all discipline areas and formats as well as:

- Provide library customers with easy and convenient access to the digitised content of its collection.
- Preserve fragile, rare and 'at risk' collections.
- Ensure material in high demand is readily available.
- Enhance the discoverability and accessibility of unique material.
- Provide preservation services for new digital collections as they emerge and plan for their future custodianship.
- Current collections such as oral history on cassette and newspapers on microfiche are made digitally available for access and preservation.

Digitisation best practice will include:

- Digital items held will meet Griffith City Library's Local Studies Collection Development Policy criteria.
- Enhanced discoverability through descriptive metadata and through online access.
- Appropriate permissions adhered to – copyright, moral and cultural.
- The use of Creative Commons licensing where relevant.
- Attribution for all digitised content provided.
- Making public domain material accessible to all.

3.8 Promotion

Promotion of the Local Studies Collection will involve:

- Promoted as an integral part of Council's service.
- Using positive third party and word-of-mouth endorsement through partnering with local community groups and engaging with people and influencers on social media.
- Through the Griffith City Library website and social media – using images to capture attention.
- Speaking at events (including Library events).
- Displays and distribution of Library brochures in a wide range of community locations and in alternative formats and languages where possible.
- Press releases in local media highlighting the Local Studies Collection.

3.9 Collection Management

The collection management goal is to continually strive for a well-developed, managed and accessible Local Studies Collection that meets the following guidelines:

***Living Learning Libraries. Standards and guidelines for NSW public libraries 6th edition*. State Library of New South Wales, 2014**

- Guideline 10: Local Studies Collections

***Guidelines, Standards and Outcome Measures for Australian Public Libraries*. ALIA, July 2016**

- Guideline 3: Champion Cultural Identity
- Guideline 7: Content and Collections

Griffith City Library staff are responsible for the development and management of the Local Studies Collection. They will interpret and apply the selection guidelines for both purchases and donations as per sections 3.10 through 3.12.

3.10 Formats and Content

The Local Studies Collection Development Policy covers a diverse range of formats, taking into consideration space and preservation requirements.

Formats include:

3.10.1 Published Works

- Published materials
- State and Federal Government reports
- Material published by local authors
- Local directories
- Local biographies / autobiographies
- Local bibliographies
- Local family histories
- Council publications

3.10.2 Unpublished Material

- Unpublished letters and diaries
- Oral history recordings, video tapes, films etc.
- Personal research notes
- Research papers
- Manuscripts
- Theses

3.10.3 Digital Material

- Born digital material – photographs, audio, video, and online.
- eBooks
- Digital surrogates of fragile items

3.10.4 Newspapers and Periodicals

- Newspapers, periodicals/magazines containing local content in hard copy bound issues, on microfilm/fiche, or in digitised form where available
- Community groups and school newsletters
- Selected newsletters from local businesses, organisations or groups

3.10.5 Documents and ephemera

A representative collection of local and regional material and records including:

- Records of local businesses and associations, including agricultural associations, schools, community groups, churches, sporting bodies, welfare organisations, cultural associations etc.
- Pamphlets
- Leaflets
- Postcards
- Election materials

- Minutes
- Any other items deemed of importance

3.10.6 Pictorial Materials

- Photographs (paper based and digital)
- Video
- Films
- Slides
- Negatives
- Artworks

3.10.7 Maps / Plans

- Published and unpublished maps
- Survey plans
- Land subdivision maps/ plans
- Architectural plans of significant local buildings
- Aerial photographs

3.11 Acquisition - Selection Criteria and Guidelines

Collection of materials for the Griffith City Library Local Studies Collection will be pro-active and retrospective. Acquisition of materials will focus on the scope guidelines and the community and its need according to the following criteria:

3.11.1 Permanent Value

Items will be appraised for selection in recognition of two distinct categories of materials.

(a) Permanent Intrinsic Value

All items of permanent intrinsic value to the cultural heritage of the Griffith Local Government Area and, if deemed to be of local interest and relevance, the Western Riverina region, should be preserved and permanently retained.

Items and collections that have permanent intrinsic value include:

- First editions of local histories, biographies and fictional works by local authors relevant to the Griffith Local Government Area;
- Items signed by, or from the collections of, prominent local residents;
- Original documents, pamphlets, maps and manuscripts;
- Original photographs, portraits and other images;
- Other materials deemed to be of a similar nature.

(b) Permanent Informational Value

Other materials are of permanent value for their informational content, but are not intrinsically valuable. Items that fall into this category are candidates for replacement and/or reformatting should the condition of the material or space considerations make it desirable to do so. Replacing items in poor condition with reprints or digital copies can preserve informational value. Space consuming items and collections can be replaced with digital or micro formats as they become available.

Items include, for example:

- Council plans, maps, development plans and historical record of Councils various plans;
- Reports and Studies;
- Any other items as required

3.11.2 Relevance

The Local Studies Collection will only contain items that relate to its objectives and specific collecting areas. An item must have a distinctive and verifiable connection with the local area.

3.11.3 Significance

Priority is given to items that are significant for their historic, aesthetic, research and social value and relevance to local history. Areas of significance rare and unique to the region include:

(a) Wiradjuri Nation – Collections relating to Indigenous peoples and communities are managed with respect to ATSILIRN protocols http://atsilirn.aiatsis.gov.au/protocols.php
(b) Bagtown
(c) Walter Burley Griffin and Marion Mahony Griffin, designers of the original *City Plan of Griffith*
(d) Water Conservation and Irrigation Commission and the Murrumbidgee Irrigation Area
(e) Soldier Settlement
(f) Italian Immigration
(g) Warangesda Aboriginal Mission
(h) Valerio Ricetti and Hermit's Cave
(i) Organised crime and related Royal Commissions

3.11.4 Provenance and Documentation

Priority will be given to items where the history of the object is known and associated documentation and support material can be provided.

3.11.5 Condition and Intactness, Integrity and Authenticity

An item should be in sound condition, or be able to be conserved, or restored to sound condition within Griffith City Library's capabilities. It is not within the scope of this Policy to collect items that have highly specialised conservation, storage or display requirements, or which are badly damaged.

3.11.6 Duplications

Items that are duplicates of items already held in the Local Studies Collection will only be accepted:

- If they are of superior condition and/or historical value; or,
- Where duplicates enhance access demand; or,
- Will allow items to be rotated on display; or,
- Will assist with interpretation and/or educational outreach purposes.

3.11.7 State Records

State records will be preserved in accordance with the State Records Act and relevant General Retention and Disposal Authority.

A State record is:

any record made and kept, or received and kept, by any person in the course of the exercise of official functions in a public office, or for any purpose of a public office, or for the use of a public office

State Records Act 1998. Part 1, Section 3.

3.12 Donations

Griffith City Library will only accept items for which the person donating the item has valid and/or legal title to it.

Griffith City Library will only accept donations if the donor is the copyright owner and will transfer copyright ownership or will grant perpetual access under an open Creative Commons license.

Donations to the Local Studies Collection shall be accepted with the understanding that these items will be available for public viewing and research. Copies may be made to preserve and protect fragile material, making it more accessible. The Library may deaccession as required.

Limited shelving space is a consideration in accepting and adding material to the collection.

Griffith City Library's justification for not accepting donations may include, but not necessarily be limited to, the following:

- Outside the Library's scope and relevance.
- Beyond the Library's capability to preserve.
- Deteriorated or lacking in physical integrity, unless unique or rare.
- An inauthentic, incomplete or duplicate document.
- No verifiable provenance.
- The item is deemed better suited to another cultural institution e.g. Regional Art Gallery

3.13 Deaccession and Disposal

In keeping with the purpose, nature and scope of the Local Studies Collection, deaccessioning of the collection, while rare, does not follow the same guidelines as those set out for the general collection.

The materials housed in the Local Studies Collection are part of the heritage of the Griffith City Library service area, and as such, have permanent historic and cultural value.

However, considerations such as physical space limitations combined with the need to add new materials to the collection, make it imperative that the composition of the collection be re-evaluated periodically. At the same time, advances in technology, in archival preservation practices and the availability of previously scarce materials in reprint, digital or online are changing the range of options available to the Library to manage its collection.

3.13.1 Disposal

Materials withdrawn from the Local Studies Collection may be disposed of via:

- Return to donor if known, and/or recorded, and contactable;
- Offered to other Libraries, where practicable;
- Offered to other interested individuals, groups, organisations or institutions, where practicable;
- Offered up for sale;
- Sent to recycling or waste disposal.

3.14 Suggestions, Feedback, and Take-down Requests

Suggestions and feedback will be regularly sought in order to ensure that the Local Studies Collection meets stakeholders' needs.

3.14.1 Take-down Requests

Griffith City Library understands that despite all stakeholders' best efforts to ensure correct copyright acknowledgments mistakes can happen.

Therefore, take-down requests will be considered in line with the general principles and criteria detailed in the State Library of New South Wales' Position Statement on Take-down Requests.

For further information, please refer to:

http://www.sl.nsw.gov.au/about-library-legislation-and-policies/take-down-requests

Take-down requests should be made in writing and include the following:

- Your contact details
- A full description and details of the item
- The reason for your request, including (but not limited to) copyright law, privacy laws, data protection, defamation, or proof of your rights to the material, etc.

Suggestions, feedback or take-down requests should be addressed to:

Library Manager
Griffith City Library
PO Box 807
Griffith NSW 2680

Or via email:

Library Manager
Griffith City Library
library@griffith.nsw.gov.au

3.15 Acknowledgements

In addition to State and National guidelines, the following resources informed the development of this document:

NSW Reference and Information Services, Local Studies Working Group wiki:

http://referenceandinformationservices.wikifoundry.com/page/Local+Studies

Draft Local Studies Collection Development Policy. Clarence Regional Library, undated.

4 Definitions

ALIA Australian Library and Information Association

ATSILIRN Aboriginal and Torres Strait Islander Library, Information and Resource Network

5 Exceptions

None

6 Legislation

Library Act 1939
Library Regulation 2018
Copyright Act 1968
State Records Act 1998

7 Related Documents

Living Learning Libraries. State Library of NSW, 2015.

Guidelines, Standards and Outcome Measures for Australian Public Libraries. ALIA July 2016.

Code of Ethics and Code of Practice. Australian Institute for Conservation of Cultural Material, 2002.

Aboriginal and Torres Strait Islander Protocols for Libraries, Archives and Information Services. ATSILIRN, 2012.

Position Statement on Take-down Requests. State Library of NSW, 2016.

8 Directorate

Business Cultural & Financial Services