

11.4	REVIEW OF LIBRARY COLLECTION MANAGEMENT POLICY (3.11.1) AND LOCAL HISTORY COLLECTION MANAGEMENT POLICY (3.11.2)
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- Attachments:**
1. **Library and Local History Collection Policy**
 2. **Library Collection Development Management Policy (3.11.1) - Current**
 3. **Local History Collection Management Policy (3.11.2) - Current**

RECOMMENDATION:**That Council:**

1. **APPROVES** the proposed policy '*Library and Local History Collection Policy*', at Attachment 1, for the purpose of advertising, which is proposed to replace the City's Policy 3.11.1 – '*Library Collection Management Policy*' and Policy 3.11.2 – '*Local History Collection Management Policy*';
2. **AUTHORISES** the Chief Executive Officer to provide local public notice of the proposed new policy in Recommendation 1. above and invite public comments for a period of at least 21 days; and
3. **NOTES** that at the conclusion of the public notice period any submissions received will be presented to Council for consideration.

PURPOSE OF REPORT:

To seek Council's authorisation to obtain public feedback on the amendments and consolidation of Policy 3.11.1 - '*Library Collection Management*' and Policy 3.11.2 – '*Local History Collection Management*', into one policy – '*Library and Local History Collection*'.

BACKGROUND:

The Library Collection Management Policy (3.11.1) and Local History Collection Management Policy (3.11.2) were adopted by Council at its meeting held 13 May 2014. This review has identified improvements to the way in which we manage our Library and Local History Collections, and reflects contemporary practice.

DETAILS:Review of the Effectiveness of the Current Policies

The Librarians have completed a review of the two current policies, and provided the following assessment of their effectiveness:

What is working well	What needs improvement
<p>Library Collection</p> <ul style="list-style-type: none"> • Library collection reflects ALIA standards • Librarians monitor community preferences which informs stock acquisition. • Content is available in a range of formats, reflecting current technology. This includes free access to online and digital resources. • Library is actively used by community members from different demographic groups, reflecting access and inclusion principles. <p>Local History Collection</p> <ul style="list-style-type: none"> • Local History Centre is a valued resource. • Local History Centre is progressively digitising and preserving content. • Events such as the Local History Awards 	<ul style="list-style-type: none"> • Policy documents are long and include administrative processes. • Probably don't need two policies, as the objectives of the collection are similar (eg censorship), and can be made consistent. • 10 Objectives can be simplified down to 3 main objectives. • Need to establish specific success measures against each of the 3 main objectives.

<p>encourages the community to capture Vincent stories and content.</p> <p>Both Collections</p> <ul style="list-style-type: none"> • Librarians provide valued support and advice for users. • Low levels of community complaints. 	
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Proposed Changes

Administration is proposing the following schedule of changes:

- Repeal the following two policies:
 - Library Collection Development Management Policy (3.11.1)
 - Local History Collection Management Policy (3.11.2)
- Create a new policy entitled 'Library and Local History Collection Policy' that:
 - Applies to both the Library and Local History Management Collections
 - Facilitates a consistent policy approach to both collections
 - Aligns the policy statement to reflect the priorities of the Strategic Community Plan
- Deletes the administrative and procedural elements of the old policies, which are now included in Management Practice documents; and
- Use of contemporary and clear language in the policy.

Industry Standards and Agreements

The City's Library Policies and Management Practice must comply with the following industry standards, which are referenced in the Policy:

- Australian Library and Information Association (ALIA) Statement ('**Statement**') on free access to information
- Public Libraries WA Framework Agreement 2010 ('**Framework**')

ALIA is the national body governing library and information services, and the **Statement** addresses the free flow of information and ideas to ensure a thriving culture and democracy in the interests of all Australians, and focuses on equity of access and inclusivity, and balanced with the powers of censorship legally vested in state and federal governments.

The **Framework** is the agreement that sits between State and Local Government for the provision of public library services in WA. It creates a shared vision for Western Australia's public library service as a sustainable and responsive network of vibrant, connected and well resourced, free public libraries that are hubs of community life. The Public Library system operating under this framework agrees the following benefits:

- Location and operation of public library services in response to local community needs
- A linked, statewide library service
- Effective utilisation of existing infrastructure and expertise within the State Library and within Local Government libraries across the State
- Centralised purchasing of library resources
- A statewide online catalogue

Management Practice documents

The Library and Local History Collection have created Management Practice documents to administer matters such as stock selection, deselection, resource formats, preservation of items, access and subject areas.

Some of the standards that are set out in the **Management Practice – Library Collection Development and Management** (Record: D20/220660), and reflecting the ALIA Statement, include:

- 50% of the Library collection is to have been published within the past 5 years, although some formats, such as DVD, may have a shorter shelf life.
- Collections have a balanced cross section of interesting material while also noting preferences in the local population. For example, the Vincent population currently has a preference for biographies, travel and cooking – but this is monitored as it may change.
- Collections acknowledge that reading preferences change over time and new technologies make alternative formats available from time to time (eg eBooks).
- Censorship standards require that items are not to be selected or rejected on moral, political, racial, religious, or sexist grounds alone.

The **Management Practice – Local History Collection** (Record: D20/220663), focuses on the selection, preservation and management of content relevant to Vincent. The Local History Librarian protects content of a sensitive nature, such as oral history transcripts where the donor has requested some parts of the transcript are to be kept private.

The management practice documents also set out how the donation of materials, requests for materials and complaints are managed.

CONSULTATION/ADVERTISING:

In accordance with the City's Policy 4.1.05 – Community Consultation, after approval in principle by Council, all proposed new policies and major amendments to existing policies are to be advertised for community consultation for a minimum of twenty-one (21) days via:

- A notice on the City's website;
- A notice in the local newspapers; and
- A notice on the notice board at the City's Administration and Library and Local History Centre.

LEGAL/POLICY:

Section 2.7(2) (b) of the Act provides Council with the power to determine policies.

City's Policy 4.1.1 – *Adoption and Review of Policies* sets out the process for repealing and adopting policies.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to provide public notice of the amended Policy 3.11.1 Library Collection Management and Policy 3.11.2 Local History Collection Management.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Connected Community

We are an inclusive, accessible and equitable City for all.

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

PUBLIC HEALTH IMPLICATIONS:

Nil

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:

The Library Collection Management Policy and the Local History Collection Management Policy have not been reviewed for some time. It is considered good practice and a contemporary approach to consolidate the two policy statements and objectives into one policy document. There was an excessive amount of text in both policies that was administrative in nature and superfluous to the intent. It is proposed that a management practice be created to contain the administrative tasks.

Library and Local History Collection



Responsible directorate	<i>Community and Business Services</i>
Responsible team	<i>Customer and Library Services</i>
Responsible officers	<i>Manager Customer and Library Services, Branch Librarian and Senior Local History Librarian</i>
Affected teams	<i>Library and Local History Centre</i>
Legislation / local law requirements	<i>Public Libraries WA Framework Agreement 2010 (CM D20/172082)</i>
Relevant delegations	Nil.
Related policy procedures and supporting documentation	<i>ALIA free access to information statement 2018 (CM D20/172196)</i> <small>Please note that all documents with an external focus will be hyperlinked for publication to the City's website. Documents with internal and external focus will be hyperlinked for publication to the City's Vintranet.</small>

PURPOSE

To guide the development and management of the Library and Local History Collections in order to meet the needs of the community.

OBJECTIVE

The objectives of the Library and Local History Collections are to ensure they:

1. Cover a wide range of interests;
2. Are unbiased and uncensored; and
3. Support and enrich community understanding of the history, culture and heritage of the City of Vincent.

POLICY

The City of Vincent aims to provide the community free and equitable access to high quality and comprehensive Library and Local History Collections, supported by contemporary technology and services. The Collections and associated services aim to promote literacy, lifelong learning and an appreciation of the history and heritage of Vincent.

To ensure equitable access to the Collections, a balance between digital and physical content will be maintained. Our commitment to learning and technology considers the needs and preferences of different demographic groups, such as youth, aged and multi-cultural.

Librarians will adhere to the Australian Library and Information Association (ALIA) Statement on free access to information. This statement addresses the free flow of information and ideas to ensure a thriving culture and democracy in the interests of all Australians, and focuses on equity of access and inclusivity, balanced with the powers of censorship legally vested in state and federal governments.

SCOPE

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CM D20/84083

Library and Local History Collection



This policy applies to the Library and Local History Collections.

OFFICE USE ONLY	
Initial Council adoption	DATE: <APPROVAL DATE>, REF# <TRIM REF>
Reviewed / Amended	DATE: <APPROVAL DATE>, REF#: <TRIM REF>
Next Review Date	DATE: <REVIEW DATE>,



CITY OF VINCENT

LIBRARY AND LOCAL HISTORY SERVICES

LIBRARY COLLECTION MANAGEMENT POLICY



POLICY NO: 3.11.2**LIBRARY COLLECTION MANAGEMENT POLICY****OBJECTIVES**

- To inform the community of the Library's Collection Management principles;
- To ensure the Collection meets the needs of the community it serves;
- To provide scope and guidelines in the selection of resources for inclusion in the Collection;
- To ensure that the Collection is unbiased and uncensored
- To provide Library staff with a guide to the development and maintenance of the Library's Collection;
- To highlight the overarching goals that the Library is to achieve in regards to its Collection; and
- To ensure the Collection and preservation of the community's heritage.

The scope of this Policy is to document the processes for developing and managing the City of Vincent Library and Local History Collection. It is also a tool for responding to community needs and expectations, including why materials and formats are selected. The scope of this Policy does not include materials accessed from the Worldwide Web using the Library public access computers.

This Policy refers to the Library's mission. (See Appendix 1, page 7).

This Policy includes reference to the following special collections, unless specified:

- Aboriginal Studies Collection;
- Community Languages Collection;
- Local History Collection;
- Local History Image Library;
- Local History Oral History Collection;
- Macedonian Literature Collection;
- Parents' Collection; and
- Rotary Collection of Western Australian History.

1. Description of the Collection

Total items in excess of 60,000; approximately 65% of the Collection is owned by the State Library of Western Australia (SLWA) with the remainder the property of the City of Vincent. All items have been selected by staff to meet customer expectations.

In keeping with the Australian Library and Information Association (ALIA) standards, the target age of the Collection is to have 50% published within the past five (5) years. The items held in the Local History Collection are not subject to this standard, as their age is not a criterion for disposal. On the other hand, items such as DVDs have a much shorter shelf life, and are expected to be replaced more frequently.

Formats currently in the Collection include:

- Books
- Books on Compact Disc
- Books on MP3 Disc
- CD ROMs
- DVDs
- eBooks and eAudiobooks
- Large Print items
- Magazines
- Maps and Plans
- Newspapers
- Puzzles
- Playaway Pods
- Photographs
- Music CDs
- Oral History Interviews
- Unpublished documents

1.1 Subject Areas Collected

This Library works to address topics of current affairs and controversy, with a balanced cross section of interesting material. The Library has identified that biographies, travel and cooking are the most popular topics to our members, with a second level of interest being interior and garden design and architecture, technology and the Arts.

The strength of this Collection is that all items are professionally selected to address members' preferences, and that the Library is supported with a healthy budget to purchase items to supplement those provided by SLWA. The Library is also able to provide items in a wide range of formats, as previously indicated.

The Library acknowledges that reading preferences change as the population changes and as new technologies make alternative formats (such as eBooks) available. Accordingly, it is important to remain flexible in the Collection planning.

The importance of ensuring that the Library hardware and software is maintained at best possible level, with regular upgrades is recognised, with the view to ensuring ready access to digital media.

1. Selection Guidelines

The Guidelines apply to all formats and categories in the Collection.

2.1 Responsibility

The Coordinator Library Services and the Young People's Services Librarian are responsible for the selection of Library stock. The Senior Librarian, Local History is responsible for selecting material for the Local History Centre.

2.2 Selection Tools

This list is a guide to the tools that Library staff may use to identify potential additions to the Library stock. Members of staff are encouraged to maintain current awareness of new releases, and changing trends in members' requirements or interests.

- Advance Order Lists (from SLWA);
- Awards Winners;
- Literary publications, including emails and websites;
- Rare book lists (for Local History Collection);
- Reviews in magazines and newspapers;
- Second Hand book sales (for Local History Collection); and
- Suggestions and requests submitted by staff and members.

2.3 Selection Principles

- Subject Matter: The Library will consider material that deals with topics that are popular, relevant to the community and at an appropriate reading level for the target reader. Australian content is highly supported.
- Quality: Items in all formats should be neatly presented, with clear indications of content and anticipated audience.
- Value to the Collection: Priority will be given to material that will strengthen the Collection, including availability in various formats.
- Cost: The cost is to be considered in relation to available funds and the availability of similar material or content within the Collection, or from alternative sources.
- Duplicates: Duplicates will be added to the Collection, subject to demand and historical value.

2.4 Censorship

The Library supports the Australian Library and Information Association (ALIA) Statement on Free Access to Information (See Appendix 2, page 8/9). The most significant element is:

- *Items cannot be selected or rejected on moral, political, racial, religious, sexist grounds alone.*

Parents are reminded that although due care is taken to shelve sensitive material in the adult shelves, that they are ultimately responsible for the items that their children select and read.

2.5 Donations

The Library is grateful for the generous donations of books from members of the community: items will only be accepted if they meet the standards established in this Policy. A simplified set of Guidelines is attached as Appendix 3, page 11.

2.6 Complaints

Members may use the *Request for Consideration of Library Item* form (see Appendix 4, page 12) to lodge a complaint about any item in the Collection. The Collection Management staff will review the complaint and advise the person of the outcome by mail within 10 working days, subject to the availability of the item for review.

Deselection and Disposal

Decisions relating to deselection and disposal of Council owned stock are based on the item's value to members. Items that have not had a process for more than two years are to be removed from the Collection and donated to a charity, such as the Save the Children Fund. Please note that items in poor condition should have been identified and removed prior to this stage. Items held in the Local History Collection are excluded from this process.

SLWA stock is returned when it no longer has value to our members.

2. Local History Collection

Whilst items collected for the Local History Collection meet standards set in this Policy, they are not available for loan, and may only be accessed inside the Local History Centre. See Policy No. 3.11.2 for comprehensive details.

APPENDIX 1**CITY OF VINCENT****LIBRARY AND LOCAL HISTORY CENTRE****MISSION AND VALUES STATEMENT**

"Enhancing and celebrating our diverse community"

The Library Mission:

We support our community

We provide free and equitable access to the finest possible collections, services, and technology. We promote lifelong learning and the love of reading, and support the exploration of ideas, culture, and knowledge in a modern and friendly atmosphere, which enriches the lives of our community and is a reflection of our cultural history and diversity. We provide expertly trained staff that is recognised for their excellent customer service.

The Library Vision:

We inspire our community

We are our community's gateway to contemporary and historical knowledge and information. We support their quest for knowledge, as it relates to their home, business, hobby and lifelong learning. The Library is a vibrant community hub which enriches the lives of all members of the community.

The Library Values:

We value our community

The Library service is dedicated to providing and supporting:

- Excellence and Service;
- Honesty and Integrity;
- Innovation and Diversity;
- Caring and Empathy; and
- Teamwork and Commitment.

APPENDIX 2**ALIA Statement on Free Access to Information****ALIA Objects Addressed**

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

Principle

Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas.

Statement

There are several different levels at which the free flow of ideas can be impeded. At the societal level, legislative bodies of all kinds are expected to consider the legal and regulatory frameworks they put in place to support the free flow of information and ideas about the interests and concerns of citizens. At the institutional level, library and information services are expected to encourage the free flow of information and ideas within the scope of their roles and responsibilities. At the individual level, citizens are expected to make informed decisions in exercising their rights and responsibilities.

The Australian Library and Information Association believes that library and information services have particular responsibilities in supporting and sustaining the free flow of information and ideas including:

- 1. Asserting the equal and equitable rights of citizens to information regardless of age, race, gender, religion, disability, cultural identity, language, socioeconomic status, lifestyle choice, political allegiance or social viewpoint;*
- 2. Adopting an inclusive approach in developing and implementing policies regarding access to information and ideas that are relevant to the Library and information service concerned, irrespective of the controversial nature of the information or ideas;*
- 3. Ensuring that their clients have access to information from a variety of sources and agencies to meet their needs and that a citizen's information needs are met independently of location and an ability to pay;*
- 4. Catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;*
- 5. Protecting the confidential relationships that exist between the Library and information service and its clients;*
- 6. Resisting attempts by individuals or groups within their communities to restrict access to information and ideas while at the same time recognising that powers of censorship are legally vested in state and federal governments; and*
- 7. Observing laws and regulations governing access to information and ideas but working towards the amendment of those laws and regulations which inhibit Library and information services in meeting the obligations and responsibilities outlined in this Statement.*

APPENDIX 3

City of Vincent Library & Local History Centre

Guidelines Regarding Donation of Items

The City of Vincent Library and Local History Service and Library members are grateful for all items that are donated. The generosity of our community members is well known, and much appreciated by those who have access to a wider variety of items because of that generosity.

However, there are times when members of the community offer items that are not appropriate for use in a public Library. Library staff is then obliged to sort and store such items until an opportunity to donate them to charity arises. In order to ensure that staff is no longer required to take on this task, this Policy is in place as a guide for members of the community wishing to donate items to the Library.

The following items will not be accepted in the Library:

- Dirty or damaged items;
- Any books older than five years;
- Computer books older than two years;
- R-rated videos, DVDs or music CDs;
- Jigsaw puzzles in damaged boxes, or with pieces missing;
- Magazines, unless a previous agreement is in place;
- Used textbooks with highlighting, or other markings throughout;
- Paperback novels, that have been exchanged at a book exchange, and which bear the book exchange stamp;
- Sets of encyclopaedias, irrespective of age or condition; and
- Readers Digest condensed books.

Please contact the Save the Children Fund if you wish to donate your used books to a worthy cause. They hold an annual book sale to raise funds.

Magazines are often welcome at refuges, hospitals or medical surgeries.

The Library management reserves the right to reject items that are offered.

APPENDIX 4

**CITY OF VINCENT LIBRARY AND LOCAL HISTORY CENTRE
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL**

Thank you for your interest in the Library Collection. A team of qualified staff will review your request and provide a written response within 10 working days of receipt of your request. You may view the Library's Collection Management Policy No. 3.11.1 at

http://www.vincent.wa.gov.au/Your_Council/Council_Matters/Policies

You may mail your completed request to the Library at:

City of Vincent Library
PO Box 82,
LEEDERVILLE WA 6902

OR submit online at mail@vincent.wa.gov.au

PLEASE PROVIDE YOUR DETAILS:

Name: _____

Address: _____

Your Membership Number:

DETAILS OF LIBRARY ITEM – please tick format

Book	DVD	Book on CD	Music CD	Magazine
eBook	eAudiobook	CD-ROM	Magazine	

Title: _____

Author: _____

Publisher: _____

Library Item Barcode

- Did you read/listen to/view the whole item? _____
- To which aspects of the item do you object? (Please provide page number, magazine edition, part of DVD etc)

- Can you explain why you object to these aspects? _____
- What do you recommend the Library do with this item?

- Any further comments _____

Please use the back of this form if more space is required.

POLICY NO: 3.11.2**LOCAL HISTORY COLLECTION MANGEMENT POLICY****OBJECTIVES**

The objectives of this Policy are to provide guidelines for the content, management, preservation, and promotion of the Local History Collection:

- To collect, document and permanently preserve all resource materials that reflect the history, development, culture and society of the City of Vincent area. The Collection may also cover Lake Monger and parts of Leederville not officially in the City Of Vincent but relevant to pre-1994 history, and other streets and places close to our boundaries, as boundaries may change;
- To promote the Collection as a significant part of the heritage of the area;
- To provide appropriate conditions for the conservation, storage and protection of the Collection and to maintain a permanent keeping place which includes an archival room for optimal preservation of unique documents and materials. This includes 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;
- To provide an information service to individuals, groups, elected members and council officers and to make the Collection accessible (where it is not to the detriment of original materials) to all interested people;
- To refer users to additional resources held by other institutions; and
- To provide access to, and guidance in family history research.

POLICY STATEMENT

It is anticipated that residents, former residents, those who currently work or formerly worked in the area, City of Vincent officers, researchers, students from primary to tertiary level, general library users and anyone interested in the social, cultural, and environmental history of the City will use and value the Local History Collection.

- The Collection should contain resources that will facilitate the study of local subjects in the greatest detail possible;
- The Collection should be thematically comprehensive, containing material on all aspects of the area: geographical, sociological, educational, historical, economic and political;
- The Collection will cover a time frame from the earliest recorded information about the area to the present day;
- The Collection should contain both current and retrospective materials;
- The Collection should consist of a wide variety of formats, including print materials, cartographic materials, photographic materials, audio-visual materials and digital formats;
- 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 organisations and businesses in the area;
- The Collection should be an archive for appropriate Council documents;
- The Collection should act as a reference point for researchers to sources of material both within and outside of 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 items only loaned under special circumstances; and
- Monitor enquiries and usage to assist in collection development, access and promotion.

1. RESOURCES

The Collection will include:

(a) Monographs

- Published and unpublished monographs relating to the geography, history, social and political aspects of the City and its development;
- Published and unpublished works on the wider region including the City;
- Literary or research works by residents or organisations within the area or published locally;
- Fiction works based in the area;
- Genealogical texts; both instructional and including primary resource materials;
- Directories;
- Street Guides;
- Reports;
- Electoral Rolls; and
- Background and professional reference texts where helpful to historical and current research and collection management.

(b) Serial publications

- Newsletters and journals of local and general historical and genealogical interest; and
- Serial publications of local community organizations.

(c) Newspapers

- Local newspapers; and
- Relevant articles, both current and retrospective, from State and National newspapers.

(d) Ephemera

- Brochures;
- Pamphlets;
- Fliers and Leaflets;
- Programs;
- Posters;
- Timetables;
- Menus;
- Postcards;
- Calendars; and
- Other miscellaneous items relating to community activities both past and present.

(e) Images

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

(f) Maps and Plans

- Maps and plans created by the City of Vincent;
- Maps and plans which have originated in State Government departments;
- Published and unpublished maps;
- Survey plans;
- Land subdivision and real estate plans;
- Architectural plans;
- Aerial photographs; and
- Maps relating to genealogy research.

(g) Archival Material

- Manuscript materials, handwritten or printed;
- Personal or family papers and memorabilia, such as journals, diaries, letters, greetings cards, invitations, drawings etc; and
- Archives of current and former community organizations.

(h) Council archives for items of historical interest to researchers

- Publications;
- Reports and documents;
- Plans;
- Images;
- Annual reports;
- Budget statements;
- Newsletters, brochures, pamphlets; and
- Visitor's books.

(i) Oral Histories

- Interviews with residents and former residents of the City of all ages and ethnic origins, relating to a variety of local subjects;
- Interviews with people who work or have formerly worked in the City;
- Interviews with people of note within the City or who were originally from the area;
- Create regular interview projects to form the Oral History Collection;
- Transcribe and index all interviews; and
- Provide online access to edited interviews and transcripts.

(j) Visual Recordings

- Accept loans of movie films and video tapes for digitizing;
- DVDs created by residents, businesses or City of Vincent departments; and
- Audio visual recordings of some interviews for possible use on the Local History website page.

(k) Artefacts

The Collection will generally not include artefacts due to the problems of storing and preserving such material. Items of local interest may be photographed and the photographs included in the collection.

Smaller items of local interest and those associated with special projects, which fit easily into storage boxes and on the shelves in the archive, may be collected.

2. METHODS OF ACQUISITION

(a) Purchase

- An annual budget to be provided for the purchase of relevant materials;
- Acquisition will be based on cost, rarity, storage space and user demand;
- High priority will be placed on items which fill gaps in the Collection;
- Book stock should be purchased where possible as State Library of WA copies can be requested by other libraries and may not return or not be available when required by a researcher;
- Multiple copies of key local texts are desirable in order to ensure that there are adequate resources for present and future needs. One copy may also be required for a loan copy if a book is not suitable to be used solely for reference; and
- Historically significant photographs may be purchased.

(b) Donations

- These should form an important source of acquisitions. Items will be accepted only without encumbrance and when relevant to the collection policy;
- A 'donor form' should be completed for each donation;
- All donations should be acknowledged; and
- The Local History Centre reserves the right, under special circumstances, to dispose of material at a later date.

(c) Subscriptions: Journals, websites.

(d) Copying: Copies may be acquired as photocopies, scans or digital files.

(e) Exchange: May occur with collectors in other areas, e.g. City of Perth. Materials become part of the Collection in the same manner as donations.

- (f) **Deposit:** Archival deposits of materials from community organisations (especially those that have ceased operation), and City of Vincent generated items e.g. photographs. Consideration will be given to size of the Collection, value, permanency, space and funding before accepting.
- (g) **Creation:** The Local History 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.

3. LOCAL HISTORY AWARDS

Conduct annual Local History Awards to encourage people to contribute to the Collection. All entries become part of the Local History Collection. Categories will include photographs annually with written entries biennially. Special topics may be included to promote projects, topical subjects or gaps in the Collection.

4. 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.

(a) Books

- To be fully catalogued using Dewey Decimal Code as with the other library stock;
- A brief synopsis including keywords to be included in the 520 description field; and
- Subject headings to be added using Local Subject Headings list compiled by Local History Librarian.

(b) Newspapers

Local newspapers:

- One copy to be archived in archival box, with no public access;
- One copy to be stored in archival box, which may be accessed for enquiries; and
- Two copies to be used for clippings, to be copied onto archival paper and filed in subject vertical files.

West Australian, Sunday Times and other Newspapers:

- Relevant articles will be clipped and copied onto archival paper and filed in subject vertical files;
- The original plus an archival copy will be archived in an archival box. The original to be stored in an enclosure to prevent direct contact with archival copy; and
- Key Western Australian newspapers up to the mid 1950s can be accessed at www.trove.nla.gov.au/newspaper . Provide link on Local History desktop icons and website.

(c) Photographs

- All photographs are to be scanned to form a digital collection;
- An accession register will be kept detailing the accession number, brief description, and donor;
- A *Donation of Photographs* agreement form to be completed by the donor for all photographs, providing date, description, and other relevant information;
- Photographs will be uploaded to the Local History Image Library which is accessed through the City of Vincent Library and Local History Centre web page at <http://www.vincent.wa.gov.au/Library/home>;
Descriptive fields include: title or assigned title/description, date range, medium, photographer if relevant, donor, subject descriptors, keywords, added notes, copyright details and if original is held;
- All photographs to be printed with a description and filed by accession number in archival file; and
- Originals, copies, negatives and transparencies to be filed by accession number in archival files stored in the archive.

(d) Ephemera

- Paper based material such as fliers and brochures to be inserted into a copy safe enclosure which is dated and filed in the appropriate archival ephemera subject file;
- An accession number to be allocated to each item;
- A catalogue entry to be made in the library management system for each subject file, which will include subject descriptors, keywords and notes. Individual items will not be catalogued; and
- Larger items to be stored in archival boxes in the archive, with individual catalogue records.

(e) Maps, plans and subdivision posters

Maps:

- All maps to be catalogued on Library Management System. Records should include creating agency, series title, year span, related series as well as scale, inserts, projection, type of map and subject descriptors;
- To be stored by size in either horizontal or vertical map cabinets or on the folio shelves in A3 archival display books; and
- Vertical and horizontal map cabinets to be arranged by suburb followed by accession number.

Plans:

- All plans to be sorted by subject and filed in appropriate horizontal map cabinet drawer; and
- Individual plans generated by the City will not be catalogued; and A unit entry catalogue record for each subject will be created to guide user to each set of plans, with an accession number allocated to each plan. House plans may be catalogued individually.

Subdivision Posters:

- To be catalogued on Library Management System. Records should include creating agency, date or estimated date, description subject headings and keywords;
- To be stored by size in either vertical map cabinet or on the folio shelves in A3 archival display books; and
- Vertical map cabinet posters to be arranged by suburb followed by accession number.

(f) Oral Histories

- To be recorded in an accessions register with accession number, name of interviewee and date of interview;
- Digital interviews to have master record stored on server. Backup copies to be on two portable hard drives, one of which is stored in the local history safe box. An archival disk will also be stored in the archive;
- Recordings made on magnetic tape to be digitized. Master copies archived in a metal filing cabinet in accession order. (Copies in library cassette covers created prior to digital technology to be discarded);
- Interviews to be transcribed as edited (rather than verbatim) transcripts and sent to interviewee for corrections and additions;
- Final transcripts to be printed on archival paper and filed in accession order in vertical filing cabinet. Any accompanying photographs to be copied and added to transcripts;
- All transcripts to be indexed;
- All interviews and transcripts to be entered into library management system. Information to include interviewee, interviewer, an assigned title, subject descriptors, keywords, project title, duration or pagination, copyright, and accession number;

- All oral history recordings should be accompanied by an "*Oral history interview: conditions of interview and use*" agreement form; and
- Short extracts of interviews and transcripts or abstracts to be made available online, accessed via the Local History web page, to promote the Oral History Collection.

(g) Online resources

- Provide links and guides to websites developed by the City to assist in the interpretation of our history;
- Provide links and guides to subscription websites; and
- Provide links and guides to useful websites for researchers.

(h) Visual recordings

- To be catalogued and accessed within the Collection using the Library Management System.

PRESERVATION AND SAFE STORAGE

It is essential that all items in the collection are correctly stored utilising best practice standards to ensure their longevity. This can be achieved by: the following:

- Maintain an archival room, built to archival standards, which is in close proximity to the remainder of the Collection. This is temperature, dust and light controlled, insect free and fire proof to facilitate the optimal storage conditions for the preservation of archival materials. (Archival materials may include local newspapers, manuscripts, personal or family papers, memorabilia, photographs and negatives, original oral history tapes, and archives of current and former organisations.)
- Provide the most appropriate archival methods of storage and access for items utilising archival paper and folders, mylar and copy safe enclosures and display books, polypropylene boxes and metal cabinets and shelving.
- Create digital copies or records for preservation.
- Assess any preservation or conservation work required and obtain professional services if necessary or perform in-house.

5. 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 History 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 the local history staff and brought into the Local History Centre for researchers;
- Access will only be available under staff supervision when the Local History Centre is open. The Local History Centre will be locked when no supervision is available due to the irreplaceable nature of the Collection;
- Supply large tables within the Local History Centre so that no items need to be removed from the Centre to be inspected;

- Photocopying facilities in the Centre to allow supervision of materials belonging to the collection at all times;
- Ability for researchers to save digital files to portable devices from computers;
- Access to the content of the Collection will be through the library management system, the Local History Image Library, Local History Centre vertical files and shelf guides and the Local History webpage;
- Staff will assist in guiding the public in accessing the Collection. Where a written enquiry or email is received from a researcher unable to visit the Centre, research may be carried out by staff, depending on anticipated time involved;
- Staff will assist the public in the use of online resources. Tutorials and workshops will be given on using subscription and other useful websites;
- To minimise damage to materials the use of pencils will be encouraged; and
- Guidance to appropriate websites and other collections will be given if the information is not held in the Collection.

6. PROMOTION

- Published books, pamphlets and brochures will be created to promote the Collection and history of the area. This will be promoted online and around the Vincent and wider community;
- Displays and exhibitions in the Local History Centre, library, council offices or other public areas and events;
- Use of the website, online newsletters and social media to foster awareness of the Local History Centre and to encourage use and participation in contributing to the Collection;
- Hold workshops, tutorials and regular speakers in the Local History Centre;
- To publish a quarterly newsletter, available in hard copy and online;
- To supply promotional articles for The Vine, (library monthly online newsletter) City of Vincent News and promotions in the local newspapers and West Australian "Can you Help?" column;
- To encourage involvement of local community groups;
- To establish a Friends of Local History Group and encourage volunteers;
- To continue with the annual Local History Awards to enhance awareness of and create acquisitions for the Collection; and
- Work with local schools to promote the use of the Collection. Encourage school visits or make classroom visits.

CITY OF VINCENT POLICY MANUAL
COMMUNITY SERVICES
LIBRARY AND LOCAL HISTORY SERVICES
POLICY NO: 3.11.2
LOCAL HISTORY COLLECTION MANAGEMENT POLICY



CITY OF VINCENT

**DONATION OF PUBLISHED MATERIAL TO THE
CITY OF VINCENT LOCAL HISTORY COLLECTION**

Please complete in **BLOCK LETTERS** and strike out irrelevant parts.

I/ we

of (address)

EmailPhone

being the sole owner(s) donate the item(s) listed below to the City of Vincent Local History Collection.

I give it/them free of encumbrances and declare that I make the donation of my own free will.

Any ownership or other interest which I may possess in the donated item(s) is hereby transferred and assigned to the City of Vincent Local History Collection.

Special Conditions:

DESCRIPTION OF ITEMS

Signed by the DonorDated

Signed on behalf of the City Of Vincent Local History Collection

.....Dated

CITY OF VINCENT POLICY MANUAL
COMMUNITY SERVICES
LIBRARY AND LOCAL HISTORY SERVICES
POLICY NO: 3.11.2
LOCAL HISTORY COLLECTION MANAGEMENT POLICY

**LOAN OF UNPUBLISHED MATERIAL FOR COPYING
TO THE CITY OF VINCENT LOCAL HISTORY COLLECTION**

Please complete in **BLOCK LETTERS** and strike out irrelevant parts:

I/We
Of (Address)
Email Phone

lend to the City of Vincent Local History Collection for copying the items listed in the schedule below, subject to the following conditions:

1. The copies made may be inspected or read by approved readers.
2. The Library may supply further copies for research or private study of any of the items listed below.
3. The Library may make further copies for display purposes both within the library, and at other locations at the discretion of the Librarian.
4. Special conditions:

DESCRIPTION OF ITEMS

Signed by the Donor Dated

Signed on behalf of the City Of Vincent Local History Collection

..... Dated

Original to be (please circle)	Returned by post	Date returned.....
	Collected	Date returned.....

CITY OF VINCENT POLICY MANUAL
COMMUNITY SERVICES
LIBRARY AND LOCAL HISTORY SERVICES
POLICY NO: 3.11.2
LOCAL HISTORY COLLECTION MANAGEMENT POLICY



CITY OF VINCENT

**DONATION OF UNPUBLISHED MATERIAL TO
THE CITY OF VINCENT LOCAL HISTORY COLLECTION**

Please complete in **BLOCK LETTERS** and strike out irrelevant parts.

I/ we
Of (address).....
Email; Phone:

being the sole owner(s) donate the item(s) listed below to the City of Vincent Local History Collection.

I give it/them free of encumbrances and declare that I make the donation of my own free will.

Any ownership, copyright or other interest which I may possess in the donated item(s) is hereby transferred and assigned to the City of Vincent Local History Collection.

Special Conditions:

DESCRIPTION OF ITEMS

Signed by the Donor Dated

Signed on behalf of the City of Vincent Local History Collection
..... Dated

CITY OF VINCENT POLICY MANUAL
COMMUNITY SERVICES
LIBRARY AND LOCAL HISTORY SERVICES
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LOCAL HISTORY COLLECTION MANAGEMENT POLICY



CITY OF VINCENT

DONATION OF PHOTOGRAPHS TO THE LOCAL HISTORY COLLECTION

Please complete in **BLOCK LETTERS**

I/We

Of (Address).....

Email: Phone:

being the owner(s) hereby **donate originals / lend for copying** to the City of Vincent Local History Collection the photographs listed in the schedule below:

Schedule of Photo Numbers:

.....
.....
.....
.....

(See attached sheets with photograph details)

Please initial the boxes

- I give permission to the City of Vincent Local History Centre to use the photographs I have provided for exhibition, library catalogues, web sites, documents and publications in any media without restriction.
- I agree that the City of Vincent Local History Centre may make minor modifications to the image by any digitisation process for design or other purposes as required.
- Copying:** The library may supply copies for the purpose of research and study, exhibition and publication to clients. I **do / do not** (please circle) wish to be contacted for permission each time a request is made to use photographs I have donated for exhibition or publication purposes.

Special conditions

Signed by the Donor..... Dated

Signed on behalf of the Local History Centre Dated

CITY OF VINCENT POLICY MANUAL
COMMUNITY SERVICES
LIBRARY AND LOCAL HISTORY SERVICES
POLICY NO: 3.11.2
LOCAL HISTORY COLLECTION MANAGEMENT POLICY



CITY OF VINCENT
DONATION TO ARCHIVE OF
CITY OF VINCENT LOCAL HISTORY COLLECTION

Please complete in **BLOCK LETTERS** and strike out irrelevant parts.

I/ we
Of (address).....

Email Phone

donate the item(s) listed below/ attached to lodged in the City of Vincent Local History Collection Archives.

or

I donate the item(s)

On behalf of

I give it/them free of encumbrances.

Any ownership, copyright or other interest which the above may possess in the donated item(s) is hereby transferred and assigned to the City of Vincent Local History Collection.

Special Conditions:

DESCRIPTION OF ITEMS

Signed by the Donor Dated

Signed on behalf of the City of Vincent Local History Collection

..... Dated

CITY OF VINCENT POLICY MANUAL
COMMUNITY SERVICES
LIBRARY AND LOCAL HISTORY SERVICES
POLICY NO: 3.11.2
LOCAL HISTORY COLLECTION MANAGEMENT POLICY



CITY OF VINCENT

LOCAL HISTORY CENTRE

ORAL HISTORY INTERVIEW: CONDITIONS OF INTERVIEW AND USE

I.....agree to be interviewed by an officer or agent of the Local History Collection.

I understand that the following conditions apply:

1. Copyright in the recording and transcript of it belongs to the City of Vincent represented by the City of Vincent Local History Centre.
2. The interview will be transcribed and may be edited. I will be provided with a copy of it and may correct any errors which may have occurred, and make any additions or deletions I feel appropriate.
3. I understand that a copy of the edited transcript will be provided for my personal use. I will retain the right to quote from it or use it in part or in full. Where such use occurs, the contribution of the City of Vincent Local History Centre will be acknowledged.
4. The Local Studies & History Collection may provide access to the recording and transcript to researchers.
5. Copies of the recording and transcript will be lodged in the City of Vincent Library and Local History Centre for use by researchers and students.
6. The City of Vincent Local History Centre may at its discretion provide copies of the recording and / or transcript to researchers or family members. In each case, my contribution as the interviewee will be acknowledged.
7. I recognize that the interview may be of interest to future researchers, resulting in requests to publish or broadcast excerpts or the whole work. Where the City of Vincent Local History Centre arranges such publication or broadcast, my contribution as the interviewee will be acknowledged.
8. I may make special conditions about the use of my interview as detailed below.

I acknowledge the above as the conditions which will govern the interview and its recording, transcript and subsequent use.

Interviewee Signed	Print Name
Address	
Phone	Date
Interviewer signed:	Print name
Date	

Thank you for your participation and co-operation in our project. The recollections and personal observations contained in our Oral History Collection are a valuable addition to the knowledge of the City of Vincent.