

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

**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

**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

**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

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

**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

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
Address
Phone

Print Name
Date

Interviewer signed:
Date

Print name

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.