

**Policies Register**  
*incorporating*  
*policies, procedures and protocols*  
*Clarence Regional Library*

## Local Studies Collection Development Policy

**Policy, procedure, protocol**

Policy

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12 May 2015

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**Responsible officer**

Regional Librarian

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga and Yamba and Mobile Library

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## POLICY OBJECTIVE

The role of the Local Studies Collection is to provide materials relating to the local and family history of the area covered by the member councils of the Clarence Regional Library. Such materials will be relevant to the social, physical, economical and political heritage of the region.

## SCOPE

- To provide a collection of current and retrospective material in various formats relating to the member councils of the Clarence Regional Library.
- To promote the study and promotion of local history and family history within the areas covered by the member councils of the Clarence Regional Library.
- To actively engage in the systematic selection of materials.
- To preserve historical items for posterity
- To record the ongoing developments and activities within the areas covered by the member councils of the Clarence Regional Library.

## PURPOSE

The Clarence Regional Library (CRL) Local Studies collections are part of the heritage of the CRL Service area. The materials themselves and/or the subject areas they represent have permanent value to the community and are made available to the general public on a limited basis for research on local, genealogical and/or historical issues.

The historical and informational value of the items in the Local Studies collections is more important than visual appeal. The materials in these collections are intended for research and therefore are not usually lent. A lending copy of selected items may be provided. Preservation efforts, while attempting to conform to accepted conservation practice, will be undertaken so as not to restrict public access to the informational value of the item.

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## COLLECTION DEVELOPMENT POLICY

To objectively select, acquire and purchase materials relevant to the local history (past, present and future) of the CRL Service area for inclusion in the library's local studies collections.

Collection materials may include:

- Published books (local and family history)
  - Newspapers (selected hard copy and in microform) and digital where available
  - Published and unpublished reports
  - Photographs
  - Maps
  - Pamphlets / ephemera
  - Donations of materials from CRL residents and others; and
  - Other items relating to the CRL Service area
1. CRL will ensure due diligence in regard to copyright and intellectual property rights
  2. CRL will ensure optimum access to materials wherever possible or practicable
  3. The selection, acquisition and cataloguing of material for the Local Studies Collection will be made by the designated library staff

## COLLECTION COMPOSITION

### Published Works

The Collection Development Policy provides for at least one (1) not-for-loan copy of published works and if available a lending copy.

This component of the collection may include:

- Published material regarding any aspect of the CRL Service area
- Published material related to adjacent areas and their historical connection to the region
- Material written by authors living or who have lived (where appropriate) in the region.
- State or Federal Government reports concerning the region
- Material published by local business
- Local directories
- Local biographies / autobiographies

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- Local bibliographies
- Local family histories
- Council publications (regional Council members)
- Material produced by regional Council bodies or bodies wholly or partly financed by a regional Council.

## Newspapers and Periodicals

- Any newspaper, periodical / magazines containing local content in hard copy bound issues, on microfilm/fiche, or in digitised form where available.
- Community groups and school newsletters
  - Any known titles are included in Appendix 3
- Selected newsletters from local businesses, organisations or groups
  - Any known titles are included in Appendix 3

## Pictorial Materials

Pictorial material includes:

- Photographs (paper based and digital)
  - Video
  - Films
  - Slides
  - Artworks (as deemed appropriate, and affordable. Includes photographic copies)
1. Wherever possible original material will be acquired / collected or a legal copy if originals are not available
  2. All items must depict people, places, culture and events relating to the region
  3. Wherever possible, culturally appropriate, and depending on copyright permission pictorial materials will be digitised for access via the library's catalogue and /or webpage.
  4. Procedures for digitisation utilising the Library Management System are included in the Appendices to this document.
  5. Storage medium for digital copies may vary with changes to technologies.
  6. Original materials are to be appropriately archived.

## Unpublished Material

Material includes (but is not limited to):

- Collections of unpublished letters
- Diaries (or extracts)

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- Oral histories (transcripts and recordings) – see also Oral History section below
- Personal research notes
- Manuscripts relating to the region or a resident / family / business etc
- Theses

## Documents / Ephemera

A representative collection of local / regional material including:

- Pamphlets
- Leaflets (including as appropriate a representative selection of local 'junk mail')
- Postcards
- Election materials (local and regional)
- Minutes
- Any other item deemed of importance

## Maps / Plans

- Published and unpublished maps
- Survey plans
- Land subdivision maps / plans
- Aerial photographs

## Oral History

Oral histories (recordings and / or transcripts) relating to:

- A specific local area or areas within the region
- Persons and identities (of local and /or regional interest or significance)
- Genealogy (family history interviews, recordings etc)
- Indigenous histories, stories etc

Note: Oral histories may also be collected on video or from video recordings

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## MATERIALS NOT COLLECTED

Includes:

1. Council records – these records at present are the responsibility of the Clarence Regional Library member Councils, and as such are not the responsibility of the library
2. Photocopies – photocopies are not included, except where the library has photocopied original copyright material too fragile to be handled, or where the library is given the right to photocopy original material owned by a resident etc
3. Artefacts – items will be referred to the relevant local museum
4. Material deemed outside the collections scope
5. Deteriorated material or material lacking in physical integrity
6. Material unable to be preserved
7. Non – authentic
8. Duplicate material (unless duplication enhances access demands)

## METHODS OF COLLECTING MATERIAL

- Purchase – dependent on budget available and the items collection priority.
- Donation / Gift – donors are required to read and sign an agreement form, which addresses copyright, access and reproduction of material issues (see section on Donations/Gifts below for more detail)
- Creation – publications, e.g. booklets

## ACCESS TO THE COLLECTION

1. Most of the Local Studies Collection material is not for loan but may be used in the library.
2. Irreplaceable or rare materials are not for general access, however, where possible copies of these materials will be created for public use.
3. Duplicate copies of popular material will also be held in the general library collection where possible and available for borrowing.
4. Where possible materials will be duplicated in digital format and this will be made available in preference to original print materials.

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## METHOD OF DISPOSAL OF MATERIAL

The CRL Service reserves the right to dispose of materials as seen fit adhering to the following procedures:

### Deselecting the Collections

In keeping with the purpose, nature and scope of the CRL Local Studies Collection, deselection of collections does not follow the same guidelines as those set out for the circulating and general reference collections. The materials housed in CRL Local Studies collections are part of the heritage of the CRL Service area, and as such, have permanent historic and cultural value.

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

### Deselection Criteria

The first consideration in applying a deselection policy to these collections is the recognition of three distinct categories of materials and the nature of each category.

These categories can be defined as follows:

#### Permanent Intrinsic Value:

Items and collections that have permanent intrinsic value, including such individual items as:

- First editions of local histories, biographies and fictional works by local authors;
- 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.

All items of permanent intrinsic value are valuable to the cultural heritage of the CRL region and should be preserved and permanently retained.

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To avoid deselection these materials will be managed through a status placed on the library management system.

### **Permanent Informational Value:**

Other materials in the collections 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, micro formats or digital copies can preserve informational value. Space consuming series and finding aids can be replaced with digital or micro formats as they become available. Items include, for example:

- Council plans of management (an historical record of Councils various plans)
- Reports and Studies
- Any other items as required

To avoid deselection these materials will be managed through a status placed on the library management system.

### **Temporary Informational Value:**

Time sensitive materials, current informational reference sources and some periodicals have a finite period of usefulness. Items that fall into this category should be routinely evaluated and removed or replaced as appropriate.

### **Frequency of Deselection**

The collection as a whole should be reviewed annually, keeping in mind the purpose, nature and scope of the collections as outlined. Based on the deselection criteria outlined, some areas of the collection will require more frequent review than others depending upon the category into which they fall.

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Category	Weeding Criteria
Permanent Intrinsic Value	Little or no deselection of materials that fall into this category is to be expected.
Permanent Informational Value	Management of materials in this category is an ongoing process within the section, driven primarily by condition of the material, availability of replacements (in some format) and space availability
Temporary Informational Value	Systematic review of materials in this category should be conducted on an ongoing and rotating basis, with all areas of the collection receiving attention every two years

## Disposal

Most materials withdrawn from the Local Studies collection may be disposed of via:

- Library book sale
- Offered to other libraries
- Passed onto interested individuals, groups, organisations or institutions
- Sent to waste disposal

## DONATIONS / GIFTS

Condition often forms an important criterion in determining whether or not to accept a donation/gift for the Local Studies Collection. If material is in such poor condition that its shelving and use would be difficult, and if the cost of restoration by a qualified restorer is beyond the Library's budget, the potential donor should be encouraged to include as part of the gift the sum necessary to restore it to usable condition.

The limited shelving space in any of the regional Local Studies sections is a consideration in adding volumes to the collection. CRL may find it necessary to decline a large donation/gift of material of a kind actively included in the collection should there be insufficient shelving or space to accommodate it. If the decision is made to accept a donation/gift that cannot be housed in the Local Studies collection under existing conditions, funding to purchase shelving could either be solicited from the donor of the materials or appropriated from the library's budget.

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The long-term storage of unique local history or genealogical material outside of the Local Studies section is to be avoided. Similarly, the lack of staffing to process a sizeable addition to the sections collections may also determine whether or not a donation/gift is accepted. If it is desirable to accept a substantial donation/gift that cannot be promptly catalogued by the library, the library may seek funding from the donor to assist with the hire of additional cataloguing staff.

Donors should be informed that library staff cannot be expected to provide an appraisal of donated material; and that the usual procedure is for the donor to pay for any appraisal desired.

Donors of material to the Local Studies Collection will be routinely asked to provide written documentation acknowledging the donation/gift to the library and giving the CRL the right to dispose of the gift as they see fit. Gifts of collections accepted by CRL may not be retained as a whole, but may be divided, with some items put into the Local Studies collections, and remaining items disposed of or sold.

Major donations/gifts with restrictions attached may be accepted, but the provisions of the donation/gift must be stated in writing by the donor, and signed by the donor, the local librarian and the Regional Librarian. In such cases, the library may remove these restrictions only by taking the appropriate legal steps recommended by legal advice i.e. via Council's Solicitor.

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## APPENDIX 1

### CRL LOCAL STUDIES COLLECTION DONATION FORM

Attached as a separate document

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## APPENDIX 2

### CRL LOCAL STUDIES COLLECTION DISASTER MANAGEMENT AND RECOVERY PLAN

Attached as a separate document

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