

LOCAL HISTORY COLLECTION DEVELOPMENT POLICY

The Inverell Public library believes collection of local history materials is an important service to the community. This collection policy reflects the high value placed on informational and research uses of the local history materials. It also is evidence of the Library's acceptance of its responsibility in the area of archival preservation and conservation of local history materials.

The aim of the collection is to provide and maintain the best possible collection to meet the historical information needs of the community and to promote a sense of place within the community.

The collection is available to all who wish to use its resources, (original material may have some restrictions) however being a reference collection it can not be borrowed. The Library aims to complement existing collections held by local and/or family history societies and also the *Access For All* collection provided to the Inverell Public Library by State Records.

Focus Areas

Materials collected relate to all past, current and future aspects of the Inverell Shire and its communities of interest. Works of statewide historical interest are limited. With the exception of a few artefacts for use for display purposes, realia are not generally collected. Where material inappropriate to the collection is offered for acquisition, it is referred to local complementary collections.

Items will not be accepted if outside the scope of the collecting area, if impracticable restrictions or conditions are required by the donor, or if the Library is unable to house the type or quantity of material.

Acquisitions

The library acquires materials through purchase, donations, transfers from other departments, through exchanges with other libraries and legal deposit. The collection is intended to preserve and make accessible materials of past, present, and future cultural, historical, social and environmental nature in a variety of formats.

First copies of purchased or donated materials are placed in the local history collection and additional copies may be placed in the circulating collections.

Format

Materials are collected in all formats. Titles or items may be purchased, donated, or photocopied or scanned/copied from borrowed originals (if permissible under copyright laws). Local newspapers, local knowledge, publishers' fliers, annual bibliographies and the Internet are used as sources of information for new publications. Used-book dealers, and personal contacts are frequent sources of information about out-of-print or small print run materials. Large collections of photographs, personal papers, and other archival materials are collected with consultation between the Information Services Librarian and the Manager of Library Services. Donated items whose factual value is significant may be copied and the originals transferred for preservation. Multiple copies of materials will be collected if they are expected to be heavily used. Multiple copies of materials such council histories or other hard-to-find items may be acquired, but generally, purchases will be made of single copies.

Retention and Weeding

Due to the research focus of the collection, materials will not be discarded but may be transferred to other collections. Many may be out of print, or difficult or impossible to replace, so their long-term preservation is important. Materials may be mended, rebound, photocopied onto acid-free paper, encapsulated or encased, as appropriate. Preservation emphasis is on information rather than format. This may result in information being transferred from one format to another. The local history collection is augmented by the use of interlibrary loan to provide materials not available in-house.

Influencing Factors

Individual or collective family histories or genealogies dealing with families connected with Inverell and its communities of interest are purchased and donations are accepted. Other family histories may be accepted as donations. Preference is given to compilations with documentation and/or indexes, or which are organised in such a way as to facilitate easy reference. Material that does not meet these criteria and loose family records may be added to the local history's vertical file collection at the discretion of the Information Services Librarian or Manager Library Services.

Access Issues

The Library will catalogue or index, organise and house the material in the most appropriate way and where necessary, with conservation materials. Every effort will be made to acquire relevant information concerning the item at the time of its acceptance.

The majority of the Local History Collection is available on open access during the operating hours of the Library. Material that is kept on closed access can be accessed by making a research request to Library staff at the circulation counter. Due to the nature of this collection, access is limited to researchers on the completion of a research request form.

Donations

The Inverell Public Library Service generally accepts donations of materials to be added to the Local History collection in accordance with this policy.

The Library retains the right to determine where donated materials will be allocated.

Donated materials that are not added to the collection are either returned to the owner if requested or referred to another suitable local collection.

Upon request, the library staff can provide a form letter stating the number of items donated to the Library. However, the Library will not provide an estimate or certification of value.

Memorial gifts

Individuals may wish to make donations to the Inverell Public Library's Local History Collection in memory of a friend or relative. The Library appreciates such thoughtfulness.

Memorial gifts can be acknowledged in three ways, as deemed appropriate:

- ◆ Notification is mailed to the designated friend's or family of the deceased informing them that a donation has been made and who made it
- ◆ An acknowledgment is mailed to the donor.
- ◆ Donor plates are attached to the gift when appropriate.

Individuals who are considering making memorial gifts in some other form should contact the Library prior to making the donation.

Materials donated to the Library or purchased as memorial gifts are subject to the Library's Local History Collection Development policy.

****DISCLAIMER.****

Every effort has been made to ensure the accuracy of the material in the Local History Collection but as the material is the product of various researchers some research may not be current or correct. It is the responsibility of the researcher to cross check any information gained from the collection.

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