

Local and Family History Library Collection Policy

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Resolution number:	~~118/23~~ <u>TBC</u>
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Strategic Pillar	~~Community, Arts and Recreation~~ <u>Community Choice</u>
Responsible Branch	~~Community and Education~~ <u>Customer, Communication and Libraries</u>

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1 OUTCOMES

- ~~1.1 Collection Development Policies are a valuable management tools to that enable the library/libraries to select and acquire a broad range of resources to that best meet the needs of the community~~
- ~~1.2 The Frank Pangallo Heritage Library is a key public library service that provides access to resources unique to the QPRC region with a focus on the Queanbeyan-Palerang Local Government Area.~~
- ~~1.3 The Heritage Library's aim is to acquire and make available to the community a broad-ranging and balanced collection of resources. The collection aims to be as representative as possible, cover the principal fields of knowledge and be broad enough to answer any reasonable question from the community.~~
- ~~1.1 in accordance with the Library's overall aim of QPRC libraries is to provideing resources for information, education and recreation purposes and to promote reading, learning, individual development and cultural opportunities.~~
- ~~1.4 The Local and Family History Library Collection Policy is to be read in conjunction with the Library Collections Policy.~~
- ~~1.2~~
- ~~Local and family history is a key public library service that provides access to resources unique to the QPRC region with a focus on the Queanbeyan-Palerang Local Government Area. This policy is to be read in conjunction with the Library Collections Policy.~~
- ~~1.3 The Library's aim is to acquire and make available to the community a broad-ranging and balanced collection of resources. The collection aims to be as representative as possible, cover the principal fields of knowledge and be broad enough to answer any reasonable question fromby the community.public. justification statement of the need for having a policy on the issue.~~

2 POLICY

- ~~2.1 To provide the policy framework for the physical and digital items for inclusion in Queanbeyan-Palerang Libraries Local and Family History Library Collection. The Local History and Family History Collections Policy communicates the parameters of the collection and a framework for its development. A policy statement at a 'big picture' level~~
- ~~2.2 To provide an overview of Council's approach to donations, digitisation and conservation of items in the Collection.~~
- ~~2.1 The Local History and Family History Collections Policy communicates the parameters of the collection and a framework for its development providing clear guidelines for the management of these special collections.~~
- ~~To provide the policy framework for the physical and digital items for inclusion in Queanbeyan-Palerang Libraries Local and Family History Collection.~~
- ~~2.2 To provide an overview of Council's approach to donations, digitisation and conservation of items in the Collection.~~
- ~~2.1~~

3 SCOPE OF THE POLICY

- 3.1 The Local and Family History Library Collection Policy~~Local History and Family History Collections Policy~~ communicates the parameters of the collection and a framework for its development.
- 3.2 The development of the collection is the responsibility of the ~~Program~~ Coordinator Librarian~~iesy~~ and the professional library staff, including the Local History Librarian, who possess expertise and knowledge in the area. The community is encouraged to make suggestions and requests for new resources, and these are always considered in the context of this ~~policy~~is policy~~e-collection Library and Local Family History Collections policy~~.

4 DEFINITIONS

- 4.1 Collection – the physical and digital resources made available through Queanbeyan-Palerang Libraries.
- 4.2 Council official — includes Councillors, Council staff, administrators, Council committee members and delegates of Council.

5 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

5.1 Relevant standards relating to public library collections are:

- a) Australian Library and Information Association (2015). Statement on free access to information. <https://read.alia.org.au/alia-free-access-information-statement>
- b) State Library of NSW (2007). Access to information in New South Wales public libraries: Library Council of New South Wales Guideline. <http://www.sl.nsw.gov.au/public-library-services/censorship>
- c) International Federation of Library Associations and Institutions Statement on Libraries and Intellectual Freedom <http://www.ifla.org/faife/policy/iflastat/iflastat.htm>
- d) IFLA Internet manifesto and guidelines <http://www.ifla.org/en/publications/the-ifla-internet-manifesto>
- e) Living Learning Libraries. State Library of NSW, 2020. <https://www.sl.nsw.gov.au/publiclibrary-services/content/living-learning-libraries>
- f) Commonwealth of Australia (2023). National Cultural Policy – Revive: a place for every story, a story for every place.
- g) Position Statement on Take-down Requests. State Library of NSW, 2016.
- h) NSW Reference and Information Services, Local Studies Working Group wiki: <http://referenceandinformationservices.wikifoundry.com/page/Local+Studies>
- i) QPRC Library Collections Policy

6 CONTENT

- 6.1 The Local and Family History Library Collection~~Local and Family History~~ is one of six QPRC collections. The others are:
- a) QPRC Libraries Lending Collections – the items and resources covered by the Library Collections Policy (ie the books and non-books available from all QPRC libraries)
 - b) Art Collection – this collection comprises Council-sponsored acquisitive prizes from the Queanbeyan Arts Society's annual exhibition since 1975 and the current QPRC and Bendigo Bank Art Awards. These artworks form the bulk of Council's art collection. It also contains additional works acquired at Art Award exhibitions and others that have been gifted to Council. The collection totals approximately 150 works. The collection is displayed where possible in

- Council spaces with the remainder stored in The Q Gallery's storage facility. This collection is managed by the Arts & Heritage team.
- c) Public Art & Monuments Collection – this collection comprises a variety of sculptures, murals and monuments in public spaces, ranging from the William Farrer sculpture, the Queens Bridge Murals to the Boar War Memorial. The management of these public artworks and monuments is overseen by Council's Urban Landscapes team and Economy, Arts & Events team. An incomplete list of works can be found at: <https://www.qprc.nsw.gov.au/Community/Culture-and-Arts/Public-Art>
 - d) Sister City Collection – the Hatta Sister City Collection focuses on artworks given to Council as part of a sister city arrangement with Hatta, Japan. This collection comprises gifts from Hatta including artworks, objects and cultural items. This collection was managed by past Mayors and is currently housed in the Frank Pangallo Heritage Library.
 - e) Sporting Memorabilia Collection – this collection housed in the Queanbeyan Sporting Gallery at the PCYC building on Yass Road. It is a collection of donated items representing sporting heroes from the Queanbeyan region, from the 1897 Gribble Cup to Olympic blazers and associated memorabilia. The collection is overseen by Council's Community & Recreation team. <https://www.queanbeyanpalerang.com.au/see-and-do/queanbeyan-sporting-gallery/>

6.2 The bulk of the Local and Family History Library Collection is based at the Frank Pangallo Heritage Library with the intent of growing our online collection via digitisation projects.

6.26.3 The Local and Family History Library Collection consists of material in a variety of formats, all of which contribute to documenting life in the region. The scope includes, but is not limited to, the following:

- a) items of relevance that relate to the purpose and scope. The item must have a distinctive and verifiable connection with the local area.
- b) items covering a timeframe from the earliest recorded information about the area to the present day, including pre-settlement local Indigenous culture, heritage, history and experiences.

6.2.1

Priority will be given to items that are significant to the social, political, economic, agricultural, industrial, built and natural environmental, and physical history of the area, including all cultural and ethnic groups.

6.3.1 Current highlights in the collection include:

- a) Local and regional newspaper collection including The Queanbeyan Age, The Bungendore Mirror, the Braidwood Dispatch and other local newspapers
- b) Council records collection including Queanbeyan's early rates books from 1885-1950s
- c) The Sheedy Memorial Local History Collection featuring books, research notes and papers about the Queanbeyan area
- d) Research notes of Mr Errol-Lea Scarlett
- e) Oral history collection of interviews conducted of Queanbeyan residents by Burt Sheedy and Erroll Lea-Scarlett
- a) Image collection

~~6.2.26.3.2~~ Major collection priorities ~~of the Queanbeyan-Palerang~~ are:

- a) Paper-based archival materials of local significance
- b) Publications by QPRC & authors based in the region, including limited edition history publications by local and national authors and literary works
- c) Cultural materials and memorabilia from past councils and councillors
- d) Local newspapers, newsletters and community publications from our LGA region
- e) Locally significant historians' archival collections
- f) Locally significant organisations' archival and cultural materials
- g) Locally significant maps, film, sound and photographic material including oral histories
- h) First Nations Histories.

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

6.5 Local History collection is for reference only and not for loan. The Library has regional history content available for loan that includes information about the broader surrounds outside the LGA. There may be some duplication across the collections based on this policy.

6.6 Library staff will use the Library Collections Policy and the Library and Local Family History Collection Policy to determine whether an item should be catalogued as Local History, Regional History or the general collection

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6.7 Queanbeyan-Palerang Libraries will follow best practice preservation and conservation guidelines where possible.

— Digitisation and digital surrogates reduce the need for physical handling of valuable or fragile materials and is an effective strategy for preserving content at risk of loss or deterioration. Where possible, through digitisation, Queanbeyan-Palerang Libraries will extend and enhance access to its Local and Family History Library Collection across all discipline areas and formats. Where practicable, original items will be kept on-site.

6.7.1 The Local and Family History Library collection ~~Collection~~ will ensure that appropriate permissions regarding access and use are adhered to including copyright, moral and cultural rights.

6.7.2 Criteria for selection items for digitisation include:

- a) Relevance
- b) Rarity
- c) Ownership and copyright compliance
- d) Preservation
- e) Access and use

6.8 There is a judicious approach for the collection of materials for the Local and Family History Library Collection. The library will actively and judiciously seek items within the

scope of the policy for inclusion in this collection. Acquisition of materials will focus on the scope guidelines.

~~6.2.36.8.1~~ Each item will be reviewed and assessed for inclusion in the collection based upon:

- a) Permanent intrinsic value to the cultural heritage of the Local Government Area and surrounds
- b) Permanent informational value
- c) Relevance
- d) Significance
- e) Provenance and other associated documentation about the object
- f) Whether there is a duplicate already in the collection
- g) If the item is available elsewhere e.g. online sources

6.8.1.2 The Local History Librarian actively searches for and collects local publications and will often receive notification from members of the public or community organisations.

~~6.36.9~~ Donations will only be accepted from persons and organisations donating the item who:

- a) have valid and/or legal title to it
- b) own the copyright and will transfer copyright ownership or will grant perpetual access under an open Creative Commons license

6.9.1 Donations to the Local and Family History Library Collection shall be accepted with the understanding that these items will be available for public viewing and research.

6.9.2 Acceptance of donations is at the discretion of library staff. Criteria include:

- a) Person or organisation having valid and/or legal title to it (verifiable provenance) and own the copyright and will transfer copyright ownership or will grant perpetual access under an open Creative Commons license.
- b) An agreement that these items will be available for public viewing and research.
- c) Within library's scope and relevance
- d) A detailed inventory of the donation
- e) Capability to preserve item/s
- f) In satisfactory condition (unique or rare items are exempt from this consideration)
- g) Authenticity, completeness and uniqueness where there is no duplicate document
- h) Verifiable provenance
- i) Whether it may be better suited to another cultural institution

~~6.3.1 Queanbeyan Palerang Libraries' justification for not accepting donations may include, but not be limited to, the following circumstances. Where an item is~~

~~6.3.2 outside the library's scope and relevance~~

~~6.3.3 beyond the library's capability to preserve~~

~~6.3.4 deteriorated or lacking in physical integrity, unless unique or rare~~

~~6.3.5 an inauthentic, incomplete, or duplicate document~~

~~6.3.6 no verifiable provenance~~

~~6.3.76.9.3 deemed better suited to another cultural institution~~

6.10 In keeping with the purpose, nature and scope of the Local and Family History Library Collection, deaccessioning (removal of items) of the collection, while rare, does not follow the same guidelines as those for the general collection.

~~6.3.86.10.1~~ 6.10.1 Considerations such as physical space limitations combined with the need to add new materials to the collection make it imperative that the composition of the collection be re-evaluated periodically. At the same time, advances in technology, in archival preservation practices and the availability of previously scarce materials in reprint, digital format or online are changing the range of options available to the Library to manage its collection.

~~6.3.96.10.2~~ 6.10.2 Materials withdrawn from the Local and Family History Library Collection may be disposed of via:

- a) return to donor if known, and/or recorded, and contactable
- b) offered to other Libraries, where practicable
- c) offered to other interested individuals, groups, organisations or institutions, where practicable
- d) offered for sale.

7 REVIEW

7.1 This policy will be reviewed every four years or earlier as necessary if:

- a) legislation requires it, or
- b) Council's functions, structure or activities change