

Library Local and Family History Collections Policy

Date policy was adopted:	12 April 2023
Resolution number:	118/23
Next Policy review date:	November 2024
Reference number:	3.1
Strategic Pillar	Community, Arts and Recreation
Responsible Branch	Community & Education

1 INTRODUCTION

- 1.1 Collection Development Policies are a valuable management tool to enable the library to select and acquire a broad range of resources to best meet the needs of the community in accordance with the Library's overall aim of providing resources for information, education and recreation purposes and to promote reading, learning, individual development and cultural opportunities.
- 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.
- 1.2 The Local History and Family History Collections Policy communicates the parameters of the collection and a framework for its development.
- 1.3 Local and Family History is one of six QPRC collections. The others are:
- QPRC Libraries lending Collections
 - Art Collection
 - Public Art & Monuments Collection
 - Sister City Collection
 - Sporting Memorabilia Collection
- 1.4 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 by the public.

2 SCOPE OF THE POLICY

- 2.1 To provide the policy framework for the physical and digital items for inclusion in Queanbeyan-Palerang Libraries Local and Family History Collection.

3 COLLECTION RESPONSIBILITY

- 3.1 The development of the collection is the responsibility of the Program Coordinator Library 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 the collection policy.

4 SCOPE OF MATERIAL COLLECTED

- 4.1 The Local and Family History 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:
- items of relevance that relate to the purpose and scope. The item must have distinctive and verifiable connection with the local area.
 - 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.
- 4.2 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

- 4.3 Major collection priorities of the Queanbeyan-Palerang are:
- Paper-based archival materials of local significance
 - Publications by QPRC & authors based in the region, including limited edition history publications by local and national authors and literary works
 - Cultural materials and memorabilia from past councils and councillors
 - Local newspapers, newsletters and community publications from our LGA region
 - Locally significant historians' archival collections
 - Locally significant organisations' archival and cultural materials
 - Locally significant maps, film, sound and photographic material including oral histories
 - First Nations Histories

5 ACCESSIBILITY, PRESERVATION AND DIGITISATION

- 5.1 The Local and Family History Collection is publicly accessible but not for loan, although lending copies of popular items are purchased for the general collection where possible.
- 5.2 Queanbeyan-Palerang Libraries will follow best practice preservation and conservation guidelines where possible.
- 5.3 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 Collection across all discipline areas and formats. Where practicable, original items will be kept on-site.
- 5.4 The Local and Family History collection will ensure that appropriate permissions regarding access and use are adhered to including copyright, moral and cultural rights.

6 ACQUISITION – SELECTION CRITERIA AND GUIDELINES

- 6.1 There is a judicious approach for the collection of materials for the Local and Family History 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.
- 6.1.1 Each item will be reviewed and assessed for inclusion in the collection based upon:
- Permanent intrinsic value to the cultural heritage of the Local Government Area and surrounds
 - Permanent informational value
 - Relevance
 - Significance
 - Provenance and other associated documentation about the object
 - Whether there is a duplicate already in the collection
 - If the item is available elsewhere e.g. online sources
- 6.2 Donations will only be accepted from persons and organisations donating the item who:
- have valid and/or legal title to it
 - own the copyright and will transfer copyright ownership or will grant perpetual access under an open Creative Commons license
- 6.3 Donations to the Local and Family History Collection shall be accepted with the understanding that these items will be available for public viewing and research.

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

- outside the library's scope and relevance
- beyond the library's capability to preserve
- deteriorated or lacking in physical integrity, unless unique or rare
- an inauthentic, incomplete, or duplicate document
- no verifiable provenance
- deemed better suited to another cultural institution

7 DEACCESSION AND DISPOSAL

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

7.2 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.

7.3 Materials withdrawn from the Local and Family History Collection may be disposed of via:

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

8 REFERENCES AND RELATED DOCUMENTS

Australian Library and Information Association (2015). Statement on free access to information. <https://read.alia.org.au/alia-free-access-information-statement>

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>

International Federation of Library Associations and Institutions Statement on Libraries and Intellectual Freedom <http://www.ifla.org/faife/policy/iflastat/iflastat.htm>

IFLA Internet manifesto and guidelines <http://www.ifla.org/en/publications/the-ifla-internet-manifesto>

Living Learning Libraries. State Library of NSW, 2020.

<https://www.sl.nsw.gov.au/publiclibrary-services/content/living-learning-libraries>

Commonwealth of Australia (2023). National Cultural Policy – Revive: a place for every story, a story for every place.

Position Statement on Take-down Requests. State Library of NSW, 2016.

NSW Reference and Information Services, Local Studies Working Group wiki:

<http://referenceandinformationservices.wikifoundry.com/page/Local+Studies>

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9 REVISION OF THIS POLICY

9.1 This policy will be revised every two years.