

# **ACT Heritage Library Collection Development Policy**

Date: 2 August 2017. Reviewed and amended: 16 June 2019.

## **1. BACKGROUND**

The ACT Heritage Library is part of the Libraries ACT. It is responsible for collecting, preserving and providing access to information relating to the cultural heritage of the Australian Capital Territory.

It was formed as a response to the separation of the Canberra Public Library Service from the National Library of Australia in 1981 and the move to self-government in 1987 but unlike other State and Territory Libraries currently without the benefit of legal deposit legislation.

The emphasis of the collection is on the growth of Canberra as a city and the growth and development of Canberra and its suburbs, urban centres and region as a community. The collection provides the means to help promote an understanding of Canberra as a city and a place to live and as the centre of a region.

The development and operation of Canberra as the national capital of Australia and national events associated with the capital are well covered by the National Library of Australia and other publicly available collections located in Canberra

Collection material is physically held in an onsite serviced repository or be stored and made available online.

Services to facilitate access to related collections are be available in the reading room.

## **2. OBJECTIVES**

The ACT Heritage Library:

- builds and preserves a wide ranging and in depth collection of content relating to Canberra and the ACT regardless of format and encompassing the diversity of the people of the ACT;
- includes material published or created in any part of the world, in all languages and scripts as appropriate and available;
- arranges and describes collections according to established professional standards;
- facilitates public access to the collection by providing appropriate services, infrastructure, finding aids and opening hours in order to optimise use;

- reformats material where necessary to ensure both preservation and access is maximised to preserve unique or rare items and fill collection gaps;
- demonstrates innovative ways of promoting access to and improving the visibility and use of ACT content;
- develops a selective lending collection of duplicate and donated material to support homework and general interest;
- maintains a lending collection of recent works by local authors for active use but without long-term preservation requirements;
- co-operates with other public institutions to provide a fulfilling service to the public, seeking to complement each other's collections and services and increase the visibility of ACT content;
- participates in the local, national and international collecting sector as a key collecting institution for ACT content, and
- maximises the opportunities presented by being part of a large public library service.

### **3. GUIDELINES FOR COLLECTION**

ACT content is collected regardless of format, language or place of creation or publication.

Materials are collected for their research value, historical associations and their social and cultural significance. Other factors to be considered are provenance and context, representative criteria, rarity, condition, completeness, integrity, interpretative potential and the openness of use agreements.

Materials sought include but are not limited to books, serials, newspapers, theses, reports, leaflets, booklets, invitations, menus, brochures, programs, cards, organisational records, the personal papers of individuals, posters, maps, plans and data sets.

One copy of published material is obtained, unless identified as likely to be in demand (including for interlibrary loan) or vulnerable. A maximum of two print copies of publications are collected although additional digital derivatives may be created. Only one copy of any issue of a serial title is collected.

Electronic publications are collected through the [National eDeposit \(NED\) service](#). NED is a platform developed and supported by the national, state and territory libraries that captures, stores, preserves and provides access to electronic

publications. NED also assists publishers to fulfil their digital legal deposit requirements. The ACT Heritage library supports ACT based publishers who publish electronically.

### 3.1 PRESERVATION COLLECTIONS

#### Printed and Web Material

- Publications about any aspect of Canberra life are collected.
  - adult and children’s works
  - culturally and linguistically diverse publications
  - works of fiction and poetry by local authors
  - non-fiction by local authors is collected where it has ACT or close association value. Non-fiction by local authors is included in the [Local Author Showcase](#) lending collection
  - major publications concerning the ACT statistical and historical region
  - published and unpublished family histories of Canberra interest is collected selectively depending on local relevance of content
  - electronic publications by ACT based publishers
- Government Publications and Reports
  - electronic publications by ACT Government agencies are deposited by the ACT Heritage Library into the National eDeposit (NED) service
  - ACT Government serials are collected selectively and back sets sought where available. Internal serials are collected selectively for significance and depth of content
  - access to ACT Legislation is facilitated by catalogue links to the [ACT Legislation Register](#). Legislation is not collected in hard copy
  - Commonwealth Government and other locally published institutional publications may be available through the National eDeposit (NED) service
- Serials
  - serials including magazines published in Canberra and/or of Canberra interest are collected, either in print or other formats where available.
  - newsletters of local communities of faith, clubs, hobby groups, amateur societies, sporting groups, community service groups and schools are collected and back sets sought

- Publishers of electronic serials are encouraged to deposit into the National eDeposit (NED) service. Electronic serials include magazines, journals, newsletters
- Newspapers
  - Local newspapers are collected and held until the completion of preservation reformatting. This includes supplements, but not separate loose advertising. The latter may be retained selectively as ephemera.
  - The ACT Heritage Library is committed to the preservation of all ACT newspapers and co-operates with Australasian National, State and Territory libraries through the [Australian Newspaper Plan](#) to achieve this.
  - News cuttings are generally not be collected.

- Grey Literature

Grey literature is material produced and disseminated by organisations and individuals without recourse to the commercial or scholarly publishing industry. It may include, but is not limited to, the following types of materials:

- reports (pre-prints, preliminary progress and advanced reports, technical reports, statistical reports, memoranda, state-of-the art reports, market research reports, etc.),
- theses
- conference proceedings
- technical specifications and standards
- non-commercial translations
- bibliographies
- technical and commercial documentation and
- official documents not published commercially (primarily government reports and documents)
- Grey literature with particular Canberra relevance is collected according to normal selection guidelines.
- Electronically produced and distributed grey literature should be deposited with the ACT Heritage Library through the [National eDeposit \(NED\) service](#)
- Where relevant material in trusted online repositories exists, catalogue links may be provided to facilitate access. Hard copies of such materials are not collected.

- Maps
  - Maps and plans with specific relevance to the ACT are sought.
  - Maps and plans published electronically should be deposited with the ACT Heritage Library through the National eDeposit (NED) service
  
- Music
  - Printed music scores and sheet music are acquired where there is some ACT relevance. All types of music are included as available.
  - Music scores and sheet music published electronically should be deposited with the ACT Heritage Library through the National eDeposit (NED) service
  
- Directories
  - Street, telephone and postal directories are collected.
  - Street, telephone and postal directories published electronically can be deposited through the National eDeposit (NED) service
  
- Ephemera
  - ACT election material is collected.
  
  - Ephemera, both current and retrospective, about any aspect of Canberra and the ACT is collected. That which involves national institutions and events is collected selectively to support research rather than for preservation.
  
  - Representative samples of advertising and promotional material are retained. Illustrated material with prices or which represents sales practices are preferred. A wide range of products and services are included, with an emphasis on those originating in Canberra.
  
  - Real Estate advertising is collected selectively.
  
  - Posters on all relevant subjects are collected.
  
- Reformatted material
 

Reformatted material including microform is acquired according to the same criteria that guide the selection of material in hard copy.
  
- Websites
 

The ACT Heritage Library co-operates with the PANDORA service at the National Library of Australia to help ensure the preservation of significant websites relating to Canberra.

## Original Materials

- Records of individuals, organisations and businesses
  - The donation of personal, family, society and business records which document the social, cultural, economic and political history of the Australian Capital Territory is encouraged. A donor kit is available to assist potential donors.
  - Such collecting is selective and usually occurs once an organisation or business ceases, or in order to ensure safe preservation of important material.
  - Access conditions are determined by negotiation and the granting of ready access may be a determining factor in its acceptance into the collection. Preference is given to collections with identified strong research value and which are in good order.
  - All areas of interest and achievement may be represented in the collection, including the records of culturally and linguistically diverse communities.
  - The personal papers of all ACT Government Chief Ministers are sought to ensure preservation and to support future research. The papers of other significant ACT politicians and public servants may be collected.
  - The ACT Heritage Library does not collect Commonwealth or ACT Government records which are the responsibility of the National Archives of Australia or Territory Records. Exceptions may be records relating to a specific issue or event where agreement may be reached with relevant records authority to allow public access through the ACT Heritage Library.
  - Architectural drawings are collected selectively, and are assessed with a view to appropriate reformatting.
- Images
  - photographs and other images are subject to the same appraisal as archival collections and is based on the need to provide unique ACT visual information with known contextual details such as location, name of photographer, identification of individuals photographed and approximate date. Once digitisation to an appropriate standard has been completed and the captioned images are publicly available, original photographs may be retained selectively.

- Access and reproductions conditions are determined by negotiation. Copyright considerations and the granting of ready access may be a determining factor in its acceptance into the collection.
- films, videos and DVDs may be collected selectively to support research.
- Sound Recordings
  - oral histories of Canberra interest are collected selectively, and may be commissioned to fill collection gaps or support collection strengths.
  - Access and reproductions conditions are determined by negotiation. Copyright considerations and the granting of ready access may be a determining factor in its acceptance into the collection.
  - sound recordings of the spoken word both published and unpublished are collected selectively. Recorded music is collected selectively where there is a high level of association with Canberra.
- Realia and Art Works
  - realia, artefacts and three-dimensional items are not usually collected. Small, well-preserved items may be collected to support exhibitions or if the item is of documentary significance or integral to an archival collection
  - examples of the art and craft of book production such as artist books which relate to Canberra may be collected
  - original works of art are not sought or accepted as donations unless they have a particular documentary significance
  - realia and art works collected by the Canberra Museum and Gallery which form part of an original materials collection in the ACT Heritage Library may be described in a single finding aid by the ACT Heritage Library

### **3.1 LENDING COLLECTIONS**

#### **ACTHL Lending Collection**

- The ACT Heritage Library maintains a small collection of lending items in a separate collection.
- This collection reflects general interest in the history of Canberra and the ACT.

- Materials are added by donation or incorporation of weeded public library materials.
- The collection is assessed annually for
  - currency and accuracy of information
  - physical condition
  - use
  - availability of information elsewhere (for example online)
  - storage capacity

### **Local Author Showcase**

- The ACT Heritage Library maintains a Local Author Showcase to reflect the ACT's vibrant, active and diverse writing and publishing scene. It contains recently published books by local authors. All books may be borrowed.
- The ACT Heritage Library acquires one copy of each book published by local authors for the Local Author Showcase.
- Books remain in the Local Author Showcase for two years from year of publication.
- After two years the books are added to the ACT Heritage Library for preservation if they meet the criteria for collection by the ACT Heritage Library or placed in the general lending collection of Libraries ACT.

## **4. COLLECTING PRIORITIES**

- Materials of all kinds relating to the history and community life of individual suburbs
- Archives and publications of business and Industry
- Materials of all kinds reflecting the diversity of the population of the Australian Capital Territory
- Grey literature