

City of South Perth

Local History Collection Procedure

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Library Services

'To provide innovative quality library services which support the intellectual, educational, cultural and social needs of the South Perth community'

1. Introduction and Mission

The City of South Perth Local History Collection Procedure is a public document that guides the management and development of the collection. It outlines why, what, where, how and when the City of South Perth Local History Collection collects, and how and why items may be deaccessioned or disposed.

The collection is a source of knowledge, ideas, stories and memories. It is developed and managed as a community resource to inspire, educate and inform the community and visitors and to contribute to the conservation of the history of the City of South Perth.

2. Purpose

The purpose of the City of South Perth Local History collection is to:

- o Collect and maintain local photographs and other pictorial items illustrating the City of South Perth;
- o Collect and maintain local newspapers relating to the City of South Perth;
- o Collect and maintain books, reports and unpublished items, including ephemera, relating to the history of the City of South Perth;
- o Collect and maintain items relating to the history of the City of South Perth Council;
- o Collect, conserve and preserve important objects associated with the history of the City of South Perth;
- o Develop the collection as an educational resource;
- o Interpret the history of the City of South Perth to the local and wider community.

3. Key Themes

The key themes of this collection are taken from the Australian Historic Themes Framework (a publication by the Australian Heritage Council):

- o 2.1 - Living as Australia's earliest inhabitants
- o 2.2 - Migrating
- o 2.5 - Promoting settlement
- o 2.6 - Fighting for land
- o 3 - Developing Local, Regional and National Economies
- o 5.4 - Working in offices
- o 5.6 - Working in the home
- o 5.8 - Working on the land
- o 6.2 - Establishing schools
- o 7.6.1 - Developing local government authorities
- o 7.8 - Establishing regional and local identity
- o 8.5.1 - Preserving traditions and group memories
- o 8.9 - Commemorating significant events
- o 8.13 - Living in cities and suburbs
- o 9 - Marking the phases of life

4. Assessment

- 4.1 Potential acquisitions will be assessed in light of the purpose and key themes of the collection as outlined in this document.
- 4.2 Duplicates of items will not be acquired unless the proposed acquisition is more significant than the item already in the collection or is in better condition.
- 4.3 Items will not be acquired if the appropriate resources to conserve and preserve the item are not available to the Local History Librarian.

- 4.4 No further items will be acquired if there is a backlog with registration and documentation, except when the item is of great significance.

5. Accession

- 5.1 If the item is being held by the Local History Librarian for assessment purposes, a receipt will be issued to the donor. One copy of this receipt will be placed with the item under consideration; and one in the master 'assessment' folder.
- 5.2 If the item meets the Assessment criteria outlined in this guideline and is deemed suitable for accession by the Local History Librarian then it will be accessioned into the City of South Perth Local History Collection.
- 5.3 A 'deed of gift' form will be completed for each new acquisition. This form must be signed by the donor to transfer ownership to the City of South Perth. The original form will be placed with the acquisition; one copy is to be sent to the donor and one copy of the completed form will be placed in the master 'deed of gift' folder. A digital copy of the form is to be lodged with the City of South Perth Records Department.

The donor will be acknowledged for their donation by means of a thank you letter, of which a digital copy must be lodged with the City of South Perth Records Department.
- 5.3.1 If the new acquisition is an oral history, the 'Interview Release' form, which the Oral History Consultant has the interviewee sign, acts as the 'deed of gift'. The original form will be placed on the interviewees file along with other items that are significant to the interview.

The interviewee will be acknowledged for their participation by means of a thank you letter and a copy of the interview on disc for their keeping. A digital copy of the 'Interview Release' form and the thank you letter must be lodged with the City of South Perth Records Department.

- 5.4 The acquisition will then be placed in storage of an archival standard and stored in the archive or compactus at the South Perth Library.
- 5.5 Where possible, the acquisition will be catalogued so that its record is accessible to the public via the Online Public Access Catalogue (OPAC).
- 5.6 No artworks will be accessioned into the City of South Perth Local History Collection from the date that this procedure was reviewed. A clear delineation in the role that the City of South Perth Art Collection and the City of South Perth Local History Collection has in regards to historical artworks needs to be formalised.

6. Access & Reference

- 6.1 The City of South Perth Local History Collection is open to all members of the public, ratepayers of the City of South Perth and City of South Perth staff.
- 6.2 The City of South Perth Local History Collection is located at the South Perth Library, corner Sandgate Street and South Terrace, South Perth WA 6151.
- 6.3 The City of South Perth Local History Collection items are located either on the main floor of the South Perth Library or down stairs in the archive or compactus.
- 6.4 Items that are located on the main floor of the South Perth Library are accessible by the public, City of South Perth

ratepayers and City of South Perth staff during South Perth Library's published opening hours.

A total of three of these items can be loaned by a library member at any time, for a period of 7 days, however renewals are not allowed. The items must be returned and have their condition checked before being issued to that borrower again.

- 6.5 Items that are located in the archive or compactus are accessible when the Local History Librarian or a delegated Officer is present at the South Perth Library. Standard working hours for the Local History Librarian are Monday - Friday; 9.00am - 5.00 pm.

Appointments to access items are encouraged.

- 6.6 Items stored in the archive or compactus will be assessed by the Local History Librarian prior to access by the public, City of South Perth ratepayers and City of South Perth staff. If the item contains confidential information, has restrictions imposed on it by the donor, or is deemed unsuitable for viewing, the Local History Librarian, in consultation with the Manager Library Services, has the right to deny access to the item.

- 6.7 New acquisitions are catalogued as soon as feasible and their record can be accessed via the OPAC. Cataloguing of the backlog of City of South Perth Local History Collection items is ongoing.

- 6.8 Access to different formats in the City of South Perth Local History Collection:

6.8.1 *Oral Histories*

Interested persons can search the OPAC for Oral History.

Transcripts of Oral Histories can be viewed upon request, given that the interviewee has released the transcript.

Requests to listen to interviews on audio cassette and CD will be granted given that the interviewee has released the audio and that the required resources are available at the time of the request.

6.8.2 *Newspapers*

Interested persons can search the OPAC for newspaper articles from the Southern Gazette (South Perth edition).

Requests to view hard copies of newspapers will be considered by the Local History Librarian and will be granted based on the availability of required resources at the time of request.

6.8.3 *Photographs*

Most of the photograph collection is available for viewing online through the Picture South Perth website (<http://picture.southperth.wa.gov.au>).

Requests to view original photographs will be considered by the Local History Librarian and will be granted based on the availability of required resources at the time of request.

6.8.4 *Archival items*

Interested persons can search the OPAC for archival items.

Requests to view archival items will be considered by the Local History Librarian and will be granted on the availability of required resources at the time of request.

6.8.5 *Aerial photographs*

The large aerial photographs that were available for viewing at Heritage House Cultural Centre (111 Mill Point Road, South Perth) are not accessible at the time of this guideline's review (May 2017). Digital images of the aerial photograph negatives have been made and requests to view these images will be considered by the Local History Librarian and will be granted based on the availability of required resources at the time of request.

6.8.6 *Books, reports, unpublished items*

Interested persons can search the OPAC for books, reports and unpublished items.

If the floor location is archive or compactus, requests for access to these items will be considered by the Local History Librarian and will be granted on the availability of required resources at the time of request.

If the floor location is Local History, a total of three of these items can be loaned by a library member at any time, for a period of 7 days, however renewals are not allowed. The items must be returned and have their condition checked before being issued to the same borrower again.

6.8.7 *Objects*

Requests to view objects will be considered by the Local History Librarian and will be granted based on the availability of required resources at the time of request.

6.8.8 *Artworks*

Requests to view artworks will be considered by the Local History Librarian and will be granted based on

the availability of required resources at the time of request.

7. Loans & 'Safe keeping'

- 7.1 The City of South Perth Local History Collection will not accept items on indefinite or long term loan.
- 7.2 Loans in or out of the City of South Perth Local History Collection may only be arranged for fixed time periods and for specific purposes.
- 7.3 Fixed time loans will only be accepted if the availability of required resources are available for the agreed time period.
- 7.4 An 'incoming loan' form will be completed for each new loan. This form must be signed by the lender which confirms the fixed time period and purpose of the loan. The original form will be placed with the loan item; and one copy of the completed form will be placed in the master 'loan' folder. A digital copy of the form is to be lodged with the City of South Perth Records Department.
- 7.5 The collection does not 'safe keep' items.

8. Deaccession

- 8.1 Deaccessioning is the process of de-registering an item from the City of South Perth Local History Collection. It must be de-registered under clearly stated reasons and disposed of accordingly.
- 8.2 Items that are being assessed for deaccessioning must meet one of more of these criteria:
 - o Lack of relevance to the purpose and key themes as outlined in this policy;

- The item is of poor condition;
 - Lack of item provenance;
 - It is a duplicate;
 - Inability to safely store and manage the item with the resources available to the Local History Collection.
- 8.3 Where there are reservations or disagreement about the significance and relevance of items proposed for deaccessioning, the Local History Collection may hold items for a period of 12 months before disposal. Items proposed for deaccessioning will be available for inspection, together with a statement detailing the reasons for deaccessioning.
- 8.4 Items proposed for deaccessioning will be formally approved by the Manager Library Services.
- 8.5 A 'deaccession' form will be completed for each new deaccession. This form must be signed by the Local History Librarian and the Manager Library Services. A photo of the item is to be taken and attached to the form. This form is kept in the master 'deaccessioned items' folder. A digital copy of the form and attachments is to be lodged with the City of South Perth Records Department.

9. Disposal

- 9.1 There are five main methods of disposal:
- Return to the donor
 - Transfer to another Local History Collection or collecting body
 - Sale
 - Reserve or education collection (objects of lower significance may be deaccessioned and transferred)

to a reserve or education collection for active hands-on use in education programs)

- o Destruction

- 9.2 Disposal method of an item will be formally approved by the Manager Library Services. A note about the method of disposal is to be attached to the relevant deaccession form.

10. Management

- 10.1 The City of South Perth Local History Collection will be managed by the Local History Librarian. The Manager Library Services will be consulted regarding all issues and actions concerning the collection.
- 10.2 This procedure will be reviewed by the Local History Librarian on an annual basis.