



Busselton Libraries
Local Studies Collection

Collection Management Guidelines

Reviewed by management and staff May 2019

To be revised May 2020

1. Objective

The role of the Busselton Local Studies Collection is to collect, document and permanently preserve all resource materials that reflect the history, development, culture and society of the City of Busselton area, to provide a reference service to all members of the public, ratepayers of the City of Busselton and City of Busselton officers, and to make the Collection accessible (where it is not to the detriment of original materials) to all interested persons.

2. Purpose

The purpose of these Collection Development Guidelines is to provide staff with the necessary guidelines to assist them in the development and management of the Collection, to meet library goals and to inform the public about the principles and criteria by which materials are selected for inclusion in the Busselton Local Studies Collection.

Reasons for Collection Development Guidelines include:

- To provide a consistent and planned approach to the acquisition, access, preservation and management of the Collection.
- To provide a reference point for staff to make informed decisions about the management and evaluation of the Collection.
- To ensure that the Collection meets the current and future needs of its clients.
- To inform the community of the principles upon which the library makes decisions regarding the acquisition, access, preservation and management of the Collection.
- To support the library's objectives for Local Studies as outlined in the Library Service Business Plan.

3. Scope

The materials collected/retained will be related to the area of the City of Busselton whose boundaries are shown in the following map.



<http://maps.busselton.wa.gov.au/intramaps75/applicationengine/Application.aspx?project=Public&>

Material collected will include, but not be limited to:

Published Works

The Collection will include works which:

- deal with any aspect of the City of Busselton
- relate to adjacent areas and their connection to the City of Busselton
- are written by authors living in the City of Busselton
- are State or Federal Government reports concerning the City of Busselton
- represent business/group reports
- are directories
- are bibliographies
- are local family histories
- are produced by Council
- are produced by Council bodies or bodies wholly or partly financed by Council

Periodicals

- community groups and school newsletters
- community newspapers

Pictorial Materials

- photographs
- videos
- films
- slides
- Images of artefacts not held in the collection, but of local interest.

Unpublished Material

- letters
- diaries (or extracts)
- transcripts of oral histories
- personal research notes
- manuscripts
- theses
- papers relating to the business and social functions of businesses and community groups
- minutes

Documents

- pamphlets
- leaflets
- postcards

Maps/Plans

- published and unpublished maps
- survey plans
- land subdivision
- aerial photographs

Oral History

- audio recordings
- transcripts

4. Methods of Acquisition and Disposal

Purchase

- An annual budget is to be provided for the purchase of relevant materials.
- Multiple copies of key local texts are desirable in order to ensure that there are adequate resources for present and future needs. One copy may also be required for a loan copy if a book is not suitable to be used solely for reference.

Donation

- Donations are gratefully accepted, provided the material meets the criteria for inclusion into the Collection.
- Donors are required to read and sign an agreement form which addresses copyright, access and reproduction of material issues.
- All donations will be acknowledged.

Creation

The Local Studies Librarian may create materials and publications in a variety of ways including:

- Photographic Projects
- Publishing Books
- Brochures and Pamphlets
- Newsletters
- Notes and Guides
- Exhibition/display material

Method of Disposal of Material

- The Local Studies Collection reserves the right to dispose of materials that don't adhere to the criteria for inclusion into the Collection.
- Disposal of published material will follow Busselton Public Library standard procedures.
- The previous owners of all unpublished material will be contacted where possible.
- Items may be gifted to a more suitable repository.
- Disposal of all other material will be carried out according to the State Records Act 2000.

5. Access to the Collection

- The Busselton Local Studies Collection is open to all members of the public, ratepayers of the City of Busselton and City of Busselton staff.
- New acquisitions are catalogued as soon as feasible and records able to be accessed via the OPAC (Online Public Access Catalogue). Retrospective cataloguing of Busselton Local Studies Collection items is ongoing.
- Appointments to access items are encouraged. Items may be requested in advance, collated by the Local Studies Librarian, and made available for access during Busselton and Dunsborough Libraries published opening hours.
- Archival items are strictly not for loan, but may be viewed within the Busselton or Dunsborough Library buildings. Appropriate security measures are taken to ensure minimal impact or theft of resources.
- Special access may be granted to City of Busselton staff for the purpose of satisfying workplace needs.
- Archival items will be assessed by the Local Studies Librarian prior to access. If the item contains confidential information, has restrictions imposed on it by the donor, is deemed unsuitable for viewing, or is in a fragile condition, the Local Studies Librarian, in consultation with the Library Services Coordinator, has the right to deny access to the item. Where possible, copies of these materials will be created for public use.
- Duplicate copies of popular material will also be held in the general library collection where possible, and will be available for borrowing.

6. Promotion

The Busselton Local Studies Collection aims to promote the collection as a significant component of the history of the Busselton area in whatever means are deemed suitable, according to target audience, budget, resources and staffing. These may include, but are not limited to:

- Web presence
- Social media presence
- Newsletters
- Exhibitions and displays
- Brochures

7. Reference

The Busselton Local Studies Collection will

- provide a reference service for interested persons, selecting and collating material relevant to their field of enquiry.
- refer users to additional resources held by other institutions if relevant to their field of enquiry.

Busselton Local Studies material may be copied by staff only, depending on the availability and condition of required resources at the time of request.

8. Storage and preservation

The Busselton Local Studies Collection endeavours to provide appropriate conditions for the conservation, storage and protection of the Collection and to maintain a permanent keeping place which includes an archival room for optimal preservation of unique documents and materials. This includes adequate storage for the digital archive of oral history interviews, photographs and various digital documents on a server as well as back up media.

9. Staffing and volunteers

The Busselton Local Studies Collection will be staffed by a suitably qualified librarian as directed by the criteria of the applicable position description, and a Library Assistant.

Local Studies Librarian FTE 0.6
Library Assistant FTE 0.58

Actual allocation to Local Studies Collection

Local Studies Librarian FTE 0.5
Library Assistant FTE 0.2

All Busselton and Dunsborough library staff members and volunteers are trained in aspects of the Local Studies Collection that they may encounter as a part of their customer service role.

Volunteers are recruited according to their interests and skills to undertake a variety of non-professional duties, and are trained in these duties by the Local Studies Librarian.

10. Role as Community Archive

The Busselton Local Studies Collection archive, being the only facility with archival standard conditions in the Busselton region, will act as repository for various local history groups.

Ownership of materials will not transfer to the Busselton Local Studies Collection and authority will remain with the depositing group.

A cooperative agreement will be completed and signed by both parties to ensure terms are clear, accountable and enduring.