

P119 City of South Perth Local History Collection

Responsible Business Unit/s	Library Services
Responsible Officer	Manager Library Services
Affected Business Unit/s	Library Services

Policy Objective

This policy provides the City of South Perth (City) and the community with a framework for the acquisition, preservation and organisation of historical materials that represent the cultural heritage, past and present, of the South Perth community.

Definitions

Archives	A collection of documents and records that contain historical information, including the papers of individuals and organisations, letters and diaries.
Collections	Refers to the objects that represent the history and people of the City of South Perth.
Deaccession	The process of removing materials from the collection, catalogue or database including but not limited to sale, donation, disposal or destruction.
Disposal	The physical removal of an object from the Collection once deaccession has occurred.
Preservation	The processes of looking after materials in order to retain cultural significance or value.
Ephemera	Any printed material that was intended for short term use. Items that may have been printed for a day, event or promotional activity such as tickets, invitations, programs, posters and other various items.
Materials	Refers to any item held in the history collection, including (but not limited) to artefacts, books, images, ephemera, documents, audio and other similar items.
Oral History	Recorded historical information that is obtained by interview and concerns personal experiences and recollections.
Provenance	The full history and ownership of an item from the time of creation or discovery to the current day to determine authenticity and ownership.

Policy Scope

This policy applies to all users, volunteers and City employees who work with, have access to, or involvement with the City of South Perth Local History Collection.

Policy Statement

General Principles

The City recognises the importance of celebrating and supporting heritage for present and future generations. As such, the City will develop and maintain its Local History Collection in order to preserve and promote local community identity.

The primary aim of the City's Local History Collection will be to collect and preserve historical material that relates to all suburbs within the City's designated local government area.

The City's Local History Collection will include retrospective and current materials in a range of formats.

The City will work cooperatively with groups, organisations and other complementary associations and agencies to ensure collection content is representative of community diversity and character.

Inclusions

The collection will include:

- Memorabilia
- Newspapers
- Photographs
- Community History
- Oral History
- Artefacts, objects and records related to the Old Mill, Cottage and Surrounds

Memorabilia includes objects, trophies, plaques, awards, medals and badges, coins and certificates accepted by a City employee or Council representative in the course of conducting Council business. Memorabilia may also include such objects used by City staff or Councillors during the course of Council business that are deemed significant to retain for posterity including framed photographs of Councillors, past and present, promotional material and equipment.

Newspapers will comprise newspapers and articles relevant to the history of the City and the local South Perth community.

Photographs will include donations from private collections, in-house photography, copies made from originals in various formats including studio photographs, camera prints, CDs, negatives and slides. Photographs will be scanned and made available to the community via the City of South Perth Library catalogue in a digital format. Copies of photographs will be made available for a fee as determined by the City's adopted Fees and Charges Schedule.

Community History includes donated and purchased books, reports, CD's, video's, DVD's, biographies, oral histories and digital records. These items will include archives from businesses, schools, churches, community and sporting groups, events, places, buildings and people as appropriate to the City's local community.

The City will create materials in a variety of ways including photography of materials, oral history recordings and publications.

Acquisition

Acquisition methods will include (but is not limited to) purchase, copying, donations, exchanges, gifting and deposit.

Donations are an important source of acquisition. Donated materials must be consistent with the principles of the City's Local History Collection. Donors must complete a donation form for legal purposes, and to ensure that information relevant to significance and provenance is provided. Donations that are lacking in physical integrity, cannot be preserved or are deemed inauthentic or are duplicate material may not be accepted. The City reserves the right, under special circumstances, to deaccession materials at a later date following approved criteria.

Acceptance of materials into the collection related to the Old Mill, Cottage and their surrounds is dependent on availability of storage capacity, resources, conservation and maintenance requirements and is considerate of acquisition priorities of other associated cultural historical institutions.

Archival Storage

In consideration of the value and unique nature of collection materials, various items of historical significance will be housed in a manner conducive to long-term preservation. Stored materials may be made accessible upon request providing access does not compromise the condition or preservation of the item.

Deaccession

Periodically, the City may be required to deaccession materials from the collection. Careful consideration of material deaccession will be undertaken before the process is commenced.

Deaccession criteria includes but is not limited to:

- damage beyond repair or preservation or requiring preservation disproportionate to its significance;
- repatriation of cultural material to another cultural institution, organisation or group if deemed appropriate
- no longer relating to the acquisition criteria;
- insufficient information to establish cultural significance;
- appropriate storage space no longer being available; and
- theft or loss.

Documentation of the history of deaccessioned materials in the Collection shall be retained.

Copyright

City of South Perth Libraries support and uphold the rights of copyright owners as documented in the *Commonwealth Copyright Act 1968* and the *Commonwealth Copyright Act Legislation Amendment Act 2004*. The Act allows for certain library materials to be photographed, where exclusion applies to some library materials because of age, condition or copyright restrictions.

Legislation/ Local Law Requirements

Heritage Act 2018

Heritage Regulations 2019

State Records Act 2000
Aboriginal Heritage Bill 2020
Australian Historic Themes Framework 2001
Censorship Act 1996
Commonwealth Copyright Act 1968

Other Relevant Policies/ Key Documents

Museum Australia Inc. Code of Ethics 1999
National Standards for Australian Museums and Galleries
Significance 2.0: a guide to assessing the significance of collections
The Burra Charter 1999
P118 Library Collection Development Policy
Management Practice M118 Library Collection Development
Management Practice M119 City of South Perth Local History Collection