



Research Library Collection Management Policy

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1. Scope

1.1 This policy applies to Council Officers working in connection with Council's Research Library Collection.

1.2 The Research Library Collection houses materials in a variety of paper-based formats including, but not limited to monographs, pamphlets, posters, diaries, letters, maps, photographs and scrapbooks. Other formats include audio recordings, films, videos, microfiche and microfilm. It is anticipated that relevant CD-ROMs and Internet resources will also be included in the collection, as they become more readily available

2. Purpose

2.1 The purpose of the Research Library Collection is to make research resources and materials relating to the past, present and future of the City of Parramatta Local Government Area (LGA) for access to the public.

2.2 The collection exists to satisfy research and general interest queries relating to the Parramatta region. This is accomplished through the systematic acquisition, organisation, preservation and promotion of the collection.

2.3 Objectives of a Research Library Collection Management Policy:

- Directs the development of a Research Library collection.
- Enables the Research Library to provide accessible and relevant resources and material for everyone.
- Documents sound guidelines for the management of the Research Library Collection as it is now and for its future development.
- Establishes an informed approach to the decision of what is to be acquired and what will

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not be collected.

- Provides a firm foundation for the achievement of long-term and short-term objectives.
- Assists in the standardisation of library practices and procedures.
- Results in a significant collection that is documented and preserved to the highest library and archival standards.
- Provides a basis for service continuity.

3. Policy

3.1 Responsibility for the Collection

- The Research Services Leader with assistance from the Research and Collection Services team are responsible for the management of the Research Library Collection
- The Research Services Leader is also be responsible for recommending the purchase of research resources and materials for the Central Library and Branches.

3.2 Objectives of the Collection

- To provide a permanent and accessible collection of retrospective and current resources and materials irrespective of bias and format.
- To provide a selective collection of associated reference resources and material to assist and support research.
- To act as referral point to other sources of information both within and outside the collection area.
- To provide research support to patrons using Council's archives and cultural collections.

3.3 Geographic Scope

- The geographic extent of the collection will be as per the City of Parramatta Local Government Area map and will take into account, where appropriate, past and present boundaries of the City of Parramatta LGA.
- The City of Parramatta LGA consists of thirty nine suburbs that are divided into five wards:

Wards	Suburbs
Parramatta Ward	Parramatta, Westmead (shared) , Northmead, Constitution Hill, Wentworthville (shared), Old

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	Toongabbie, Toongabbie (shared), Pendle Hill (shared), Seven Hills (shared)
Epping Ward	Epping, Dundas Valley, Beecroft (shared), Cheltham (shared), Eastwood (shared)
Dundas Ward	Dundas, Telopea, Oatlands, Ermington
North Rocks	North Parramatta, Carlingford, Winston Hills, North Rocks (shared), Baulkham Hills (shared)
Rosehill Ward	Mays Hill (shared), Merrylands (shared), Holroyd (shared), Harris Park, Granville (shared), Clyde, Rosehill, Camellia, Rydalmere, Auburn (shared), Melrose Park, Wentworth Point, Sydney Olympic Park, Lidcombe (shared), Newington, Silverwater.

3.4 Time Frame

- The collection will include materials relating to geological time, Aboriginal heritage, post-European settlement and contemporary time.

3.5 Methods of Acquisition

- Purchase:** An annual budget is allocated from the Central Library for the purchase of relevant materials.
- Donations:** Items will only be accepted if they are -
 - relevant to the collection management policy
 - unencumbered by restrictions on their use and
 - the donor has completed the donation form, transferring ownership of the items to the City of Parramatta.

In circumstances where items are surplus to collection requirements or outside its concern, the Research Services Leader reserves the right to dispose of such items. Options include returning materials to the original donor/s, selling the items or offering them to a more appropriate institution.

- Exchange:** may occur with collectors in any other areas, or collectors of other formats of material. Exchanged materials will become the property of the Research Library Collection in the same way as donations.
- Duplication:** methods such as photocopying, photographic copying and microfilming necessary to preserve original materials.
- Creation:** of materials may occur by various methods such as systematic photographic or microfilming projects and a publications program.

3.6 Selection Aids

- The Research Library is on the mailing list of a number of antiquarian book dealers that send catalogues of material for sale. These are checked for items not

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held in the collection and purchase orders are forwarded to the preferred outsource supplier.

- Local newspapers and newsletters of local community groups and historical societies are checked for references to new publications.
- Council departments are encouraged to deposit a copy of relevant publications with the Research Library.
- Personal contact with local community groups provides information about suitable publications and offers of donations of material, which can be added to the collection.
- Staff and users of the collection are encouraged to make suggestions for purchase.

3.7 Weeding and Retention

- Local Studies materials are for permanent preservation.
- As a rule items will not be withdrawn from the collection. Proposed withdrawals are subject to approval from the Research Services Leader.
- Damaged materials are repaired using appropriate conservation techniques to reduce further deterioration.
- Fragile, rare and “one-off” publications are held in the stack collection.
- Donations are accepted on the understanding that only those materials, which meet the selection criteria, will be added to the collection. A completed donation form must accompany all donations. The Research Services Leader retains one copy and another copy is given to the donor. All donations become the property of the Parramatta Heritage Centre.

3.8 Access to the Collection

- Access will be provided to all parts of the collection, except in circumstances where donors have imposed restrictions or where access will influence the long-term preservation of the materials. In such cases copies will be provided for public access where possible.
- Multiple copies of some monographs in the high usage category are purchased to meet the demands of the patrons. The existence of additional copies is not for loan.
- The Research Library Collection contains valuable and unique materials not available elsewhere. Therefore, no items from the collection are for loan under any circumstances. Staff is expected to uphold this policy at all times. Photocopying facilities are available for staff and patrons.
- The security and preservation of unique materials requires that items in the collection

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may only be accessed on-site in the Research Library at the Parramatta Heritage & Visitor Information Centre.

- Staff is available to provide as much guidance as possible to information held in the collection and to offer advice on how to use the resources. Staff cannot undertake research due to its complexity and the time involved. Any research undertaken by staff is subject to the limitations described in the Guidelines for Research Enquiries.
- In circumstances where information is not available from the collection, referral to other organisations and resources form an important aspect of the service.

3.9 Inter-Library Loans

- No material from the Research Library Collection is available for Inter-Library Loan.

3.10 User Groups

- General public
- Local community
- Students at primary, secondary and tertiary levels of education
- Researchers
- Historians
- Research consultants
- Genealogists/family history researchers
- Tourists
- Councilors and council staff

3.11 Selection Principles

- For inclusion in the Research Library Collection, resources and/or materials must relate to past and present City of Parramatta LGA boundaries.
- Items for inclusion will reflect the history, people, activities and environment of the local area.

3.12 Selection Guidelines

- Items for the Research Library Collection will be chosen on the basis that they are:
 - About the local area
 - About local people including ex-residents
 - Written by a local person and about the locality (significant works only)
 - Published locally and relevant to the LGA
 - A City of Parramatta Council publication

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3.13 Copyright

- The legal aspects of copyright are investigated as thoroughly as possible and strictly observed. Advice about this matter is sought from the Australian Copyright Council.
- The Research Library is obliged to adhere to any conditions imposed by donors particularly with reference to copyright restrictions.

3.14 Organisation and Recording of the Collection

- Materials will be organised and recorded in a manner, which provides the greatest access. The primary aim of the Research Library Collection is to provide access to research materials, which would not normally be accessible. Therefore, cataloguing and classification of the collection will conform to approved library standards. AACR2 (2nd Edition, 1998 Revision) Second Level of Description will be applied to all materials in the Research Library Collection.
- Appropriately qualified library staff with relevant cataloguing skills and an understanding of special collections should undertake the cataloguing of Research Library resources and materials.

3.15 Outsourcing

- The Research Library outsources its collection process including standing orders, cataloguing, labeling and tagging. It is the Library's responsibility to follow its Council's procurement policy and guidelines. The Library strives to use suppliers who are registered as the Local Government and State Government suppliers. Library suppliers have to meet agreed outsourcing requirements. They are required to be technically compatible with the Library Management System Symphony acquisition module.
- Assessments of outsourcing quality and turnaround time are made and adjusted throughout the year. The Library decides the selection and buying needs; the suppliers provide processing of resources according to the guidelines of the Library.

3.16 Formats of Material in the Collection

a) Monographs:

- Monographs are books and other bound publications on a single subject or class of subjects. Where possible, two copies of any monograph of 49 pages or more published professionally or privately, containing information relating to any subject area designated for collection. One copy of an unpublished monograph relating to any subject area designated for collection.

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- Published works on the wider region including the collection area will be acquired (two copies).
- Associated reference materials to support research and disseminate the collection will be acquired on a selective basis. (one copy).
- Rare book material will be acquired if it is of significance to the local area or the wider region (one copy).
- Unpublished works like theses will be acquired in a single copy only.

b) Documents

- A document is a record, normally a single page, containing evidence and information unique to that record. For collection purposes, one copy of any original document, or the document in its original format, containing information pertinent to any subject area designated for collection. eg land titles or deeds, certificates, notices, and wills.

c) Newspapers

- A newspaper is a publication usually issued daily or weekly, containing news, commentaries, features and advertisements. For collection, one copy, print or microform, of any local newspaper relating to the collection area.

d) Serials

- A serial is any publication issued in successive parts, appearing at intervals and intended to be issued indefinitely. Serials include journals, annual reports, proceedings of meetings, newsletters, magazines etc.
- For collection, one copy of any one issue of a serial relating to any of the subject areas designated for collection.
- Serial publications of relevant historical and family history groups.
- Serial publications of local community groups.
- Serial publications from government agencies in Parramatta.
- Serials collected will also include journals of relevant professional bodies such as oral history, library and archival organisations.

e) Pictorial Materials

- For collection, one copy of any pictorial format relating to the subject areas designated for collection. As a rule, snap shots will not be included unless they depict a style typical of a given period or are items created by a professional photographer or local photographic studio.
- Pictorial formats acquired must have relevance to the City of Parramatta LGA. Identified and dated images will be preferred.

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- Photographic formats including prints, postcards, negatives, transparencies, slides, and glass plate negatives.
- Black and white photographs are preferred because colour images fade quickly and are not of archival quality.
- It is intended that the photographs will become a 'showpiece' collection for the Research Library because of their unique content. (Cataloguing of the photographs has recently commenced according to approved library standards. The project will continue for some time with a view to digitisation in the future.)
- Artworks such as paintings, sketches, lithographs or etchings. The acquisition of such formats must fulfill at least one of these criterion
 - a) items must be executed by local artists
 - b) items must depict scenes or personalities in the locality. Historical content rather than artistic merit will be the basis for acquisition. Originals and reproductions will be accepted as donations according to the selection standards stipulated. However, purchase of such items will not be actively pursued due to budget limitations.

f) Vertical Files

- Newspaper articles from local newspapers and selected Sydney newspapers are housed in the Vertical File Collection. This collection is updated on a weekly basis and also includes journal articles, pamphlets and other miscellaneous items concerning Parramatta.
- Ephemera materials are held in the vertical files and there may be multiple copies of some items. No loan is permitted because these materials are "one-offs" and quite difficult to obtain.

g) Audio-visual Materials

- For collection, copy of any these formats that contain information relating to the subject areas designated for collection.
- Items may include tapes, discs, reels, films, CD-ROMs, and videos.
- There are not a large number of these formats in the collection, as the initial focus was to acquire a comprehensive collection of paper-based materials. It is anticipated that the collection will expand to include more of these formats in the future.

h) Ephemera

- Ephemera refer to transitory material which is generally discarded after use e.g. hand bills, public notices, menus, invitations, etc. The word originates from Greek and means lasting for only a day.

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- Samples of local ephemera will be collected. As it is not possible to either collect or house vast quantities of ephemera, only representative items will be included.

i) Community Information Material

- The Research Library Collection will not hold duplicate copies of this material. After its currency and usefulness for Community Information ceases, material of local relevance will automatically be forwarded to the Research Library for inclusion in the collection.

j) Corporate Library Collection

- There is a recognisable overlap between the Research Library and the Corporate Library. However, the purpose and nature of these collections is very different. Further assessment is required to facilitate 'streamlining' of the overlap between the two collections.

k) Diagrams and Drawings

- For collection, one copy of any diagram or drawing, pencil or ink, which provides an accurate artistic representation of any subject, designated for collection e.g. architects or graphic artists' drawings of proposed developments.
- Where possible, all diagrams and drawings should be identified and dated.

l) Maps and Plans

- For collection, one copy of any map of any type, preferably scaled and of any time period, that depicts any part of the City of Parramatta LGA. Types include aerial, topographical, subdivision, street, cadastral, etc.
- Where possible, all maps and plans acquired should be identified and dated.

m) Microforms

- Microfiche and microfilm will be acquired of any material relevant to the collection eg newspapers, manuscripts, rare books, etc.

n) Manuscripts, Personal Papers, Dissertations, Theses and Reports

- Manuscripts are usually handwritten and have not been reproduced in multiple copies. Dissertations and theses are written essays prepared as part of assessment for a tertiary level degree. Some relevant primary and secondary school essays may be suitable for the collection. However, acquisition of such items is not a priority.
- One copy of any such format will be acquired for the collection. These must be authorised and dated.

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o) Realia

- The Research Library Collection will not include artifacts or three-dimensional objects due to the differing requirements for housing, preserving and accessing these materials.
- Any such materials offered to the Research Library will be referred or forwarded to other appropriate organisations.

p) Subject Content of the Collection

- The collection will be thematically comprehensive containing materials on all aspects of the local area i.e. geographic, educational, social, demographic, cultural, economic, political, statistical, etc. Materials collected will be representative of any or all of the following subjects:

q) Buildings and Structures

- Historic landmarks.
- Examples of housing at any particular time.
- Examples of architecture of a particular era or style.
- Buildings under construction or proposed refurbishment.
- Structures for which a heritage listing is sought or has been granted.
- Civil engineering and public works e.g. railway stations, brick pits, dams, runways, sewage systems.

r) Parks, Recreation Areas, Reserves, Bush land and Vacant Land

- Under construction, alteration or upgrading
- Use and user studies
- Names and the origin of names

s) Streets, Roads and Highways

- Under Federal or State Government funding and direction
- For which an environmental impact study has been undertaken
- Traffic and accident surveys
- Road quality e.g. resurfacing, guttering, drainage and storm water run-off
- Names and the origin of names including any alteration to the name

t) Natural Watercourses

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- Found wholly or partly in the City of Parramatta LGA or for which the City of Parramatta LGA forms part of the catchment e.g. rivers, creeks, lakes, etc.

u) Organisations

- Information relating to the history, development, policies, objectives or charters of any organisation, business, trust, committee, group or department operating in the City of Parramatta LGA or operating outside the LGA, whose activities effect the people, organisations, operations or economy of the City of Parramatta LGA eg government departments, subsidiaries, small businesses, farmers, partnerships, trusts, retailers, sister cities, home businesses, manufacturers, statutory bodies, etc.

v) People

- Inhabitants of the LGA whose social, political, professional and recreational activities reflect how people lived
- Biographical works about individuals or families
- Social history examining the way people lived
- Population surveys of the area

w) Flora, Fauna and the Ecosystem

- Information about the vegetation and wildlife of the LGA that is native to the area, introduced for a specific purpose or discovered as a result of environmental occurrence eg birds, fish, trees, weeds, mosquito plagues etc.

x) Topographical

- Printed and pictorial information concerning the geology, soils, climate and any other geographical feature of the City of Parramatta LGA.

3.17 The Research Library Collection at the Parramatta Heritage & Visitor Information Centre

- The Research Library Collection is housed at the Parramatta Heritage & Visitor Information Centre hosting the varied resources of archives, research library and cultural collections, promoting the history and cultural heritage of Parramatta and its community.
- All procedures and practices conform to accepted library standards for bibliographic organisation and accepted archival standards for the preservation of materials.

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- Archives, Libraries and Museums take very different approaches to the acquisition and organisation of their respective collections. It should be realised that the functions of each vary one to another. Separate management policies are applied for each of these collections.

3.18 Private Records in Research Library Collection

- An unintentional effect of the State Records Act 1998 is that private records in council Local Studies collections are also deemed State records. This anomaly will be addressed in future revisions of the Act.
- Under section 12(3) of the State Records Act, City of Parramatta Council has permission to depart from any or all requirements with respect to private records held in its Local Studies collection.
- The recommended 'Closed for Public Access' (CPA) direction is not applicable because no private records held in the Local Studies Collection are closed to the public. Private records held are accessible upon completion of an application form.
- Access to private records held in the Local Studies Collection is administered at the discretion of the Research Services Team in accordance with collection policies and the terms of donor agreements.

4. Related Documents

- Copyright Act 1968
- Copyright Amendment Act 2006
- Library Act 1939
- ALIA Statement on Public Library Services (Adopted 2004, Amended 2009)
- ALIA Statement on Free Access to Information (Adopted 2000, Amended 2007)
- ALIA Statement on Online Content Regulation (Adopted 1997, Amended 2001, 2002)

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