



**Bayside Council**

Serving Our Community

# **Local History Collection Policy**

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Local History Collection Policy  
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Telephone Interpreter Services - 131 450 Τηλεφωνικές Υπηρεσίες Διερμηνέων بخدمة الترجمة الهاتفية 電話傳譯服務處 Служба за преведување по телефон

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# 1 Introduction

## 1.1 Background

Bayside Council's Local History Collection (LHC) consists of resources in various formats which pertain to the history and heritage of the Bayside Council geographic area and is predominately housed within Bayside Council's libraries and museum.

Some of Bayside Council's official business records are included in this policy and some are not. Those records which Council is legally required to retain or archive in accordance with the *State Records Act 1998*, namely minutes of past council meetings and land valuation records, are not part of this policy as they are managed in accordance with legislation and Bayside Council's *Information and Records Management Policy*. Access to these records may be available to the public online, by submitting a request to Council, or through NSW State Archives.

Other Bayside Council records, which are no longer in use and archived, are either managed under this policy or Bayside Council's *Information and Records Management Policy*.

The purpose of this Policy is to establish a framework and principles for the content, management, preservation, and promotion of a Local History Collection which is accessible by members of the public for research and recreation purposes.

## 1.2 Definitions

The definitions of pertinent terms are:

### **Access**

Refers to making the Local History Collection discoverable and accessible so that customers can search for and (hopefully) find the information they are looking for.

### **Archives**

A collection of historical documents and other items (such as photographs), both physical and electronic, which show the history and development of an organisation, business, place or person.

### **Bayside**

Refers to the Bayside Council Local Government geographic area.

### **Bayside Library/the Library**

Refers to all Bayside Council's libraries, the George Hanna Museum and the home library service.

### **Bayside Council records**

A record created and kept, or received and required to be kept, by an employee, contractor or councillor of Bayside Council or the former City of Botany Bay and Rockdale City Councils, in the exercise of Council's role, responsibilities and/or exercising official functions. Records will be stored, accessed, and disposed of or archived in accordance with relevant legislation.

**Collections**

Refers to groups of resources held in the care and control of the Library that are made available to the public for research, learning and recreational activities.

**Customers**

Refers to all users of the Local History Collection through the Library including (but not limited to) members of the public, organisations, schools, Council staff, and Councillors.

**Local History Collection**

Refers to resources in a variety of formats (for example photographs, reports, maps, plans, ephemera) which pertain to the history and heritage of the Bayside Council geographic area and are housed within Bayside Council's libraries and museum. This may include Bayside Council records that are retained, even though their official retention period has lapsed.

**Deaccessioning**

This refers to the removal of items from the Local History Collection and the catalogue and their disposal in accordance with Council's disposal policy and procedures.

**Ephemera**

Unpublished material which is usually produced for a specific purpose that is not meant to last for a long time. For example: menus for a special event, how to vote cards for an election.

**Library Materials**

Refers to those materials defined in the *Library Act 1939*, the *Library Amendment Act 1992* and *Library Regulation 2010*.

**LGA**

Local Government Area administered by a publicly elected Council in accordance with the *Local Government Act 1993 (NSW)*.

**Memorabilia**

Objects kept because of their connection to or association with a person or event. Sometimes memorabilia or mementoes are given as corporate or hospitality gifts to Bayside Councillors by visiting dignitaries.

## 1.3 Policy statement

Bayside Council is committed to providing a relevant, discoverable and accessible Local History Collection that promotes the area's history and heritage and supports our community to learn, connect and recreate.

## 1.4 Scope of policy

This policy applies to all staff, volunteers, contractors and any other person who undertakes duties for the selection, acquisition, management, preservation and disposal of Bayside Council's Local History Collection.

## 1.5 Legislation

Bayside Library is governed by the *Local Government Act 1993*, the *Library Act 1939* and the *Library Regulation 2018*. As stated in Part 3, Division 2, Section 10 of the *Library Act 1939*, Bayside Council will provide library members with free, basic reference services, which includes the Local History Collection.

## 2 Council's Commitment

Bayside Council is committed to:

- a Enabling public and staff access to the Local History Collection for learning, research and recreational purposes
- b Providing a rich and thematically comprehensive collection in a wide variety of formats that is relevant to the area.
- c Providing a collection that reaches back into the history of the area and includes material related to the present day.
- d Providing a collection that reflects the diversity of the Bayside community, including pro-actively collecting items relating to First Nations and multicultural people.
- e Acquiring Local History Collection materials in accordance with the policy and guidelines
- f Working with other collecting institutions to find the most appropriate repository for donations
- g Reviewing and disposing of local collection items in accordance with Council's disposal policy and guidelines.
- h Providing appropriate conditions and facilities to conserve, store and protect the collection in various formats within the resources available, within the Bayside LGA.
- i Planning and implementing initiatives in collaboration with key stakeholders to showcase, exhibit and celebrate Bayside's local history and heritage both online, in the community, and in accessible Council spaces.
- j Cataloguing and digitising the collection to make it available online, where possible
- k Anticipating and responding to the changing environments and technology, emerging trends and community expectations in the provision of local history services and conservation of a Local History Collection
- l Responding to customer requests and enquiries about local history and heritage
- m Referring customers to additional resources held by other institutions.
- n Providing access to, and guidance on family history research.

## 3 Guiding Principles

The principles stated below guide all practices associated with the provision of local history resources and services to the community.

### 3.1 Principle 1 – Access and Equity

Bayside Library's CHC may be accessed by everyone. Access will be provided onsite and online through Council's website.

The management of the Collection will be based on the premise that it is a permanent collection to be preserved and designed for long-term community use. It will be a reference collection, with items only loaned under special circumstances.

Fees for copies of collection items and other local history services may be applicable in accordance with Council's fees and charges policy.

### 3.2 Principle 2 – Adherence to best practice standards

Bayside Council will endeavour to manage the Local History Collection in accordance with the Australian Library and Information Association's (ALIA) *Beyond a Quality Service: Strengthening the Social Fabric – Standards and Guidelines for Australian Public Libraries*, (section G13) and in accordance with State and Federal law and international agreements between Australia and other countries.

Bayside Council staff continuously learn, develop and strengthen their knowledge and skills to provide exceptional service in the selection, acquisition, management and disposal of collections.

### 3.3 Principle 3 – Collection Type

The Collection will include but is not limited to:

- Photographs
- Artworks
- Maps and plans
- Archival Material
- Reports
- Oral Histories
- Visual recordings
- Ephemera
- Memorabilia
- Published materials.
- Copies of relevant items from other collections
- Artefacts

Council will digitise collection resources where possible and, where copyright laws permit, make them available online. If storage and preservation costs prevent the collection of artefacts, these may be photographed in-situ and the photographs included in the collection.

### **3.4 Principle 4 – Acquisition**

Council will develop the Local History Collection through the following acquisition methods:

- Purchase
- Donations
- Subscriptions
- Copying
- Exchange
- Loans (for exhibition or copying)
- Creation (e.g. through commissions)

Further information about these acquisition methods is provided in the Bayside Local History Collection Guidelines.

### **3.5 Principle 5 – Disposal**

Whilst it is Council's intention to manage and maintain a Local History Collection permanently, there may be circumstances where Council deaccessions and disposes of items. This includes but is not limited to:

- Where there are multiple copies of an item, some copies may be disposed of
- Items that have been digitised and there is limited storage space to keep multiple versions of the physical item (e.g., a photographic print and a negative of the same image)
- Item is deemed no longer historically relevant to the Bayside LGA.
- Item is in very poor condition.

Methods of disposal are outlined in the Local History Collection Guidelines.

### **3.6 Principle 6 – Information and Technology**

The Library enables digital inclusion by providing digitised collections to the community with equitable access both online and onsite using technology devices and free library Wi-Fi.

The Library will abide by the *Copyright Act 1968* when digitising the collection.

The Local history Collection will include digital-born items.

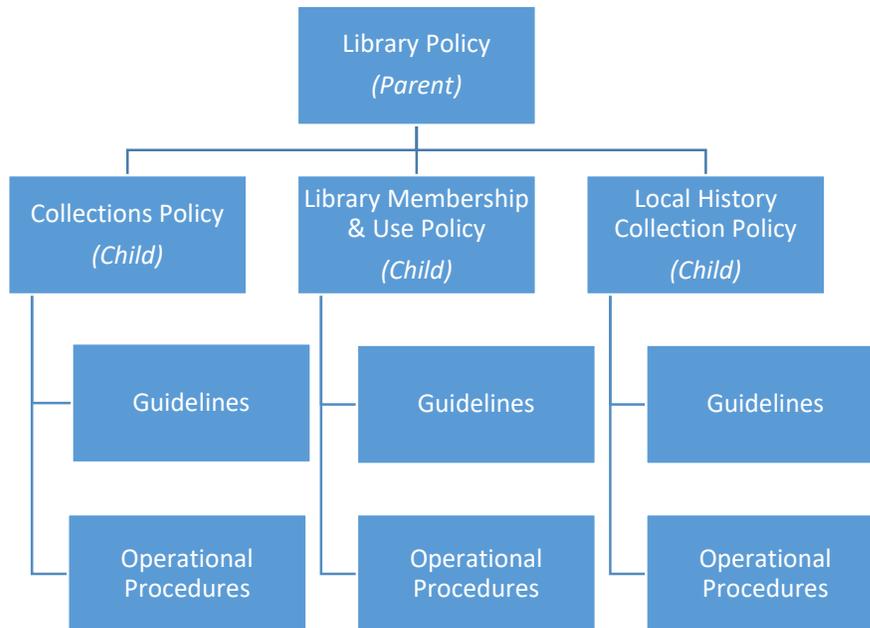
### **3.7 Principle 7 – Partnerships and Collaboration**

Local community groups and historical societies are engaged in shaping the Local History Collection through recommendations, sharing knowledge, donations, contributing to local history publications, programs and exhibitions.

The Library will continue to strengthen relationships with community groups and collecting institutions and collaborate with the State Library of New South Wales, local studies networks and local history organisations to support, enhance and promote the Local History Collection.

## 4 Policy implementation

### 4.1 Library Governance Hierarchy



### 4.2 Policy responsibilities

- The General Manager has overall responsibility for this Policy.
- The Manager Customer Experience is responsible for administering and maintaining this Policy.
- The Coordinator Library Customer Experience is responsible for its implementation.
- All library staff including contractors and volunteers are responsible for complying with the policy and related guidelines, processes and procedures.

### 4.3 Procedures

Guidelines and procedures that support this policy may be approved by the Director City Life from time to time that address such issues as collection development and maintenance.

### 4.4 Breaches

Any breaches of this Policy will be referred to the Coordinator Library Customer Experience in the first instance and may be escalated to Manager Customer Experience and/or Director City Life. Sanctions for a breach of this Policy will be determined in accordance with the provisions applied under the Council's Code of Conduct.

## 5 Document control

### 5.1 Review

This Policy is to be reviewed at least every four years and when relevant legislation changes occur. The Manager Governance Risk may approve non-significant and/or minor editorial amendments that do not change the Policy substance.

### 5.2 Related documents

This document should be read in conjunction with:

- [Australian Library and Information Association \(2012\) \*Beyond a Quality Service: Strengthening the Social Fabric Standards and Guidelines for Australian Public Libraries\*, 2nd ed 2012, Canberra.](#)
- [Aboriginal and Torres Strait Islander Library, Information and Resource Network \(ATSILIRN\) Protocols for Libraries, Archives and Information Services](#)
- Bayside Council Library Collection Policy
- Bayside Council Local History Collection Guidelines
- Bayside Council Procurement Policy
- Bayside Council Asset and Materials Disposal Policy
- Bayside Council Library Membership and Usage Policy and Guidelines
- [Copyright Act 1968](#)
- [Library Act 1939](#)
- [Library Council of NSW guidelines for local government authorities](#)
- [Local Government Act 1993](#)
- [State Records Act 1998 General retention and disposal authority - Local government records \(GA39\)](#)

### 5.3 Version history

Version	Release Date	Author	Reason for Change
1.0	10/06/2021	Local History Project Officer	New document