



LOCAL HISTORY COLLECTION MANAGEMENT POLICY

Document Control Statement – This Policy is maintained by Library Services. Any printed copy may not be up to date and you are advised to check the electronic copy on the City website to ensure that you have the current version. Alternatively, you may contact Customer Service on (08) 9186 8555

1. OBJECTIVE

The purpose of the City of Karratha Local History Office is to collect, preserve and disseminate information relating to the history of the City of Karratha within its past and present boundaries. To build and preserve a historical resource for the present and future communities of the City of Karratha by caring for the collection to the best possible standard and within its capabilities.

2. SCOPE OF COLLECTION

The Local History Office collection comprises records of human activity in the North West and Pilbara Region, including but not limited to -

- Paper or digital-based records
- Artworks
- Objects (museum items)

2.1 Themes Collected

The Local History Centre will collect materials that demonstrate a clear link to one or more of the following themes:

- Community
- History
- Economy
- Law
- Environment

3. ACQUISITION

The Local History Office shall acquire materials for the permanent collection by, donation, bequest, purchase or transfer.

The Local History Office will not accept conditional donations.

3.1 Refused Donations

Refused donations are returned to the owner with an explanatory letter. If the item is not claimed within 60 days, it will become the property of the Local History Office and may be disposed of.

4. ACCESS

The Local History collection (including those items on display in other locations) ~~are~~^{is} available to anyone who visits the Karratha Public Library or makes enquiries by telephone, email, written or through the website. The collection is only available during opening hours of the Local History Office.

This collection is a reference collection, not for loan outside of the conditions outlined in Section 6 of this Policy. The collection must otherwise be viewed on the premises, under supervision by the Local History or Library Staff. Material may be copied according to Australian copyright laws and subject to the wishes of the donor of the material. All copying will be in accordance with City of Karratha Fees and Charges Schedule.

5. DEACCESSIONING AND DISPOSAL

5.1 Deaccession

Deaccessioning is the administrative process of removing an item from the collection. In general, the City of Karratha will not deaccession or dispose of items that have been accessioned into the collection by means compliant with relevant policies and procedures. An item may be deaccessioned if:

- It does not comply with the current collection management policy.
- It is damaged beyond repair, or the conservation and storage costs for it are beyond the means of the Local History Collection budget.
- It is a lesser quality duplicate of another item or items in the Local History Collection.
- It lacks any supporting information to enable proper identification or to establish its relevance to the Local History Collection.
- A substantiated request for the return of the item to its original owner/donor is received.

5.2 Disposal

Methods of disposal in order are:

- Return to the donor
- Transfer to another Local History Collection/collecting body
- Sale
- Destruction

6. LOCAL HISTORY COLLECTION LOANS

Generally, Local History resources are unable to be removed from the Local History Office. The City of Karratha however may, from time to time, enter into inward or outward loan arrangements providing conditions outlined in relevant guidelines and procedures are met.

6.1 Inward Loans

Inward loans shall only be accepted for specific exhibitions or research and for fixed periods of time. Permanent and long-term inward loans will not be accepted into the Local History Collection.

6.2 Outward Loans

The City of Karratha may lend material to museums, institutions and organisations holding collections. It will not lend to private collectors.

7. PHOTOGRAPHIC REPRODUCTION

Photographs in the Local History Collection may be reproduced for individuals or organisations. The category and purpose of the reproduction request will be considered and a Fee/Quotation will be issued in line with City of Karratha Fees and Charges Schedule. The individual or organisation requesting the reproduction must sign a Copyright Agreement form that will outline the conditions under which the reproduction may be displayed or used before any reproduction approval can be given, and requests must comply with relevant procedural guidelines.

8. ORAL HISTORY COLLECTION

- Interested persons can view transcripts of Oral History interviews upon request.
- Requests to listen to interviews on CD will be considered by the Local History Librarian.

9. CONSEQUENCES

This policy represents the formal policy and expected standards of the Council. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the Council.

10. ROLES AND RESPONSIBILITIES

It is the responsibility of **All Staff** to ensure that they adhere to the policy, direction and legislation.

All Officers are accountable for implementing the policy and ensuring that every person or organisation contracted to or acting on behalf of Council adheres to this policy.

Council is responsible for the application of the policy. Council is responsible for the review of the policy.

11. REFERENCES TO RELATED DOCUMENTS

- Local History Procedures and Guidelines
- ~~City of Karratha Policy CS-20~~
- Copyright Act 1968
- Local Government Act 1995

Policy Number:	CS 21
Previous Policy Number:	Not applicable
Resolution Numbers:	152398 - Feb 2013; 152968 - Oct 2014; 153599 – Oct 2016
Last Review:	October 2016 <u>October 2018</u>
Next Review:	October 2017 <u>October 2020</u>
Responsible Officer:	Manager Community Services <u>Arts and Culture</u>

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.