

Casey Cardinia Local History Archive

Access and Education Policy and Procedure

Policy

Patrons can use the Local History Archive by appointment with the Local History Librarian. They must be aware of the access rules of no food or drink, pencils only, no smoking and wearing gloves to handle fragile material. All material is to be read in the Library and the Local History Librarian may supervise. The material is not for loan and visitors are requested to sign in the visitor's book.

The Local History Archive exists as a resource for the community to enjoy. The welfare of the collection must be considered at all times.

Procedure

Inquiry Service: The Local History Librarian provides information about historical research, the local history of the region and historical writing. The Local History Librarian responds to telephone, written, email and in person inquiries.

Reading Material: Patrons may read material from the Local History Collection by appointment with the Local History Librarian. Material is read in the Library. Patrons must observe the archive rules. Material is not for loan. Patrons are requested to sign the visitor's book.

Copying: Selected items may be available for copying, depending on the donor requests and copyright restrictions. Patrons must complete a copy request form. The copying is organized by the Local History Librarian.

Education: The Local History Librarian is responsible for making the archive available and accessible. This includes providing talks to schools or community groups upon request. It also includes workshops, exhibitions and seminars.

Please note that some material may be on restricted access. This will be documented on the series descriptions sheet and the accession record.

Conflict of Interest

On rare occasions the Local History Librarian may be asked to research or use the Archive collection in ways that could have an adverse effect on the groups or individuals that gave donated or lent material to the collection. If such cases arise, the Local History Librarian must point out the conflict of interest to their supervisor, who will support the Local History Librarian in maintaining the custodial obligation towards the donor or lender. In such (presumably rare) circumstances, the Archive must be seen as independent from the Councils and the Library and able to protect the privacy and interests of donors and lenders of material, by restricting the access or use made of that material.

Casey Cardinia Local History Archive Accessions Policy and Procedure

Material can only be accessioned if it falls within the collecting criteria of the local history archive.

The Local History Librarian reserves the right to 'cull' accessioned material where there are large amounts of duplicated or irrelevant material, according to the de-accessioning procedure.

All material being accessioned must have first been formally donated to the Local History Archive and have the appropriate paperwork completed for a donation. Items for each accession are each given an accession number (follow the sequence in the accessions folder). A whole collection of material from the same donation will be given the identical number. This number must be recorded on all subsequent documentation relating to the item/s.

The blue Accessions form must then be completed. It is very important to record accurately the provenance and where suitable the original order of the item/s. If the material is already organized in some way according to the provenance, this order should be maintained as much as possible.

Once the new item/s has been formally accessioned into the collection, it is placed on the processing shelves to await being arranged and described.

Casey Cardinia Libraries Local History Archive Acquisition Policy

Statement of Purpose

The Local History Archive collects only paper-based material. The material must relate to the history of the areas within the City of Casey and the Cardinia Shire and the former Municipalities that relate to the present. The purpose of the collection is to preserve, protect and through public access promote, the local history of the outlined region. The archive functions as a repository for non-current Council material and relevant community material that conforms to the Collecting Criteria.

Authority to Acquire

The Casey Cardinia Libraries Local History Librarian is responsible for the archive and ensuring that all material that is acquired or de-accessioned is managed according to the Authority of the Archive Policies and Procedures. The archive is located in the Cranbourne Library and collects on behalf of the Casey-Cardinia Community. It also functions as a repository for non-current material relating to the City of Casey and the Cardinia Shire, including the material relating to former municipalities.

Responsibility of the Archive

The archive only collects material that conforms to the Collecting Criteria. This is designed as an impartial measure to restrict the collection of irrelevant or inappropriate material.

Collecting Conditions

Material that is collected must become the property of the Local History Archive. The donor must be prepared to sign a legal transferal of ownership and to accept that the material will be subject to the Local History Archive's Policies and Procedures.

De-accessioning Policy

Material that has been appraised against the Local History Archive's Collection Criteria and is considered unsuitable for the collection will be de-accessioned.

Unsuitable material creates a burden for the collection and for staff. Depending on its description, it may be better suited to another collection.

All information concerning the decision will be documented on an appraisal sheet and then on a disposal sheet.

Material will not be disposed of until it has been approved by a team of people, ideally the Casey Cardinia Local History Reference Group or the Casey Cardinia Library Corporation Board, depending on the significance of the material as denoted by the appraisal.

Disposal

Recommended method of disposal will be detailed on the disposal form. The original conditions and special requests, if any, on the donation form will be taken into account. The material will be recommended for one of the following:

Return to the donor

Donation to a more suitable collection

Acquisition Policy continued

Disposal

Recommended method of disposal will be detailed on the disposal form. The original conditions and special requests, if any, on the donation form will be taken into account. The material will be recommended for one of the following:

Return to the donor

Donation to a more suitable collection

Public sale, with the funds to be returned to the maintenance of the Local History Archive Collection

Destruction by shredding, pulping etc.

Acquisition Strategy

The Local History Archive maintains a balance between active and passive collection. At the present, there remains a backlog of filing yet to be completed. The present focus of the archive is to complete the processing of material and to improve public access to the collection. To achieve this, digital cataloguing of the collection is a current project.

Material is not actively sought. Concessions are made for special donations, for example the Berwick and Upper Beaconsfield Red Cross Minutes and the Berwick State School records.

Targeted material for the collection is limited to the following:

House plans and information concerning historic properties.

Council information in the form of key reports, publications and photographs

Procedure

When approached about a possible donation of material:

Explain to the donor that the material must be appraised before any formal donation can take place.

Follow the procedure explained under the 'Appraisal' section of the manual.

If the material is accepted, the formal donation process can take place, as explained in the 'donation' section of the manual.

The material can then be accessioned.

Casey Cardinia Local History Archive Appraisal Policy and Procedure

Policy

All material in the collection should be appraised. The process of appraisal is designed to be as objective as possible. Records should be protected from personal bias at all times.

The material must be checked against the Appraisal Checklist. Then there are two appraisal forms to be completed. Appraisal must be conducted in conjunction with the Collecting Criteria (see Collection Policy).

Procedure

Check the material against the Appraisal Checklist. Complete the appraisal sheet one, in duplicate. A copy must be sent to the donor within 14 days as a receipt. This is a general description of the material. All documentation leading up to the final appraisal decision must be kept as a record.

If the material is deemed to be of permanent value to the collection, the next step is formal accession.

If the material is described as being appropriate for de-accessioning, go to the De-accessioning procedure.

Appraisal Checklist

| Question: Do/Are the Records/Items | Yes | No | Comments |
|---|-----|----|----------|
| 1. Conform to the Acquisition Policy? | | | |
| 2. Conform to the Collection Criteria? | | | |
| 3. Duplicated elsewhere or maintained in another form? | | | |
| 4. Relate to other records already in custody or held in another institution? | | | |
| 5. Contain classification schemes, filing codes or plans, registers or indexes? | | | |
| 6. Consist of transactional records or case files? | | | |
| 7. Have a discernable arrangement? | | | |
| 8. Complete? | | | |
| 9. What is the quantity involved? | | | |
| 10. Require restrictions to maintain the privacy of business or individuals? | | | |
| 11. Have access restrictions placed on them by the donor? | | | |
| 12. What is the physical form? | | | |
| 13. What is the physical condition? | | | |

Other Comments

Casey Cardinia Local History Archive Collection Policy

Collection Criteria

All material being offered for donation to the Local History Archive must be measured against these criteria. If it does not fit the criteria, it cannot be accepted.

- Material must relate to or make reference to the areas within the City of Casey and the Cardinia Shire, including Aboriginal and archaeological periods in its history.
- Only paper-based material can be accepted
- The archive must be able to store the item
- The archive does not duplicate material
- The item must not require extensive conservation. Material that is badly affected by mould or other potentially harmful conditions cannot be accepted.
- Material that relates to a significant person from the outlined area can be accepted.
- Significant recent material relating to key Council decisions, land development and community developments is accepted, providing it should not be conveyed to the Public Records Office Victoria.

Type of Items Acquired

Council Information

- Council records and documents including reports, correspondence, plans, Councillor's papers, and publications. Microform or digital records of rate and minute books. House plans are also strongly encouraged.
- Civic memorabilia such as flags, certificates that are of a manageable size.
- Photographs: of Councillors, buildings, staff, significant events
- Please note that it is highly desirable that the microfilm and CD-ROM strategy for older records continues as a routine for new records, for example that new rate records are kept in a readable format for the future. The Local History Archive should hold the technological copies of such material on behalf of the City of Casey and the Cardinia Shire as a disaster plan.
- To keep track of the range of research material available and where, all material sent to the Public Records Office should be detailed in a register for the archive.

Community Information

- The item must have been owned or used in the outlined region, or otherwise be related to the region.
- Written or audio-visual material: publications about people, places and organizations in the outlined region. Publications by local residents that relate to the history of the region. Material that directly relates to people or families in the region.
- Memorabilia: about the outlined region. Only small items can be accepted. Large items such as clothing and furniture cannot be accepted.
- Local Newspapers: only whole issues of those detailed in the Newspaper Strategy. There must be no duplication of issues. Press cuttings are accepted if they are relevant to the history of the outlined area.
- Photographs: originals and copies of relevant photographs can be accepted. They can be of people, places, buildings, streetscapes and so on. They must be relevant to this

Collection Policy continued

- Photographs: originals and copies of relevant photographs can be accepted. They can be of people, places, buildings, streetscapes and so on. They must be relevant to this area. An exception may be if they are taken by a significant local identity of another region. They would need to be of special artistic notoriety. Photographs of relevant maps and plans can also be included. The preservation policy should be consulted for details about copying.
- Material about local industries is sought.
- Ephemera: Posters, notices, programs for the present and the past are accepted. It is desirable to target perhaps a single item for a period that relates to a theme. For example, an item representative of a Council community activity for Australia Day in the year 2000.

Physical Qualities

An acquisition can only be accepted if it:

- Can be suitably stored
- If it is in reasonable condition and does not require extensive conservation treatment to ensure long term preservation
- If it can be used or copied for either research or display and can have conservation work performed on it if necessary.
- Is a better quality duplicate of an item already in the collection
- If there is a clear title of ownership on the item
- The provenance of the item is known or can easily be researched
- Two original copies of archival material will be acquired, where possible, one for preservation and one for access

Casey Cardinia Local History Archive De-accessioning Policy and Procedure

Policy

Material allocated for de-accessioning must have been appraised and checked by a *team* of people. All decisions concerning the material must be documented and retained. Material must not be disposed of until signed authority has been given by the Casey Cardinia Libraries Board, the Local History Reference Group or the Casey Cardinia Libraries Customer Services Manager. The main point of reference for de-accessioning is the Collection Policy.

A single individual should *never* decide independently the fate of collection material.

Procedure

The nominated material must be checked against the de-accessioning checklist and a disposal form must be completed. The disposal survey of material should be carried out by a team of people. All documentation about the decision must be kept.

The final decision should be recommended to the appropriate authority. For small cases, the Casey Cardinia Libraries Customer Services Manager. Larger cases should be presented to either the Casey Cardinia Libraries Board or the Local History Reference Group. Signed approval must be obtained.

Methods of disposal:

- Following special requests on the donation information for example offering the material back to the donor, or donor's family.
- Offering the material to a suitable collection or to a community group for example a local school, or more specialized museum.
- Offering the material for public sale, with funds to be returned to the Local History Archive for the maintenance of the collection
- As a last resort, destroying the material through shredding or recycling.

De-accessioning Policy and Procedure continued

Disposal Checklist

| Questions | Yes | No | Comments |
|---|-----|----|----------|
| 1. Have all the appropriate appraisal forms been completed? | | | |
| 2. When was the item/s created? | | | |
| 3. Is the item required by law (relates to Council documents)? | | | |
| 4. Are the items/records duplicated elsewhere? | | | |
| 5. Are the items/records better suited to another collection? | | | |
| 6. Can you contact the donor/special donor requests? | | | |
| 7. Have you documented all relevant accession/registration numbers relating to the item/s? | | | |
| 8. Has your team researched the origin & history of the item/s as far as reasonably possible? | | | |
| 9. Has the item/s been considered against the Collection Policy? | | | |

De-accessioning Policy and Procedure continued

Disposal Form

Date Material recommended for disposal _____

List of all material being disposed of and identification numbers

Describe the items

List the people involved in deciding about the items and their positions

Method of disposal

Signatures of authority to dispose

Date completed

- Attach the disposal checklist and all documentation relating to the listed material including the appraisal sheets.

Casey Cardinia Local History Archive Donating Material Policy and Procedure

Material can only be accepted for donation if it fits within the collecting criteria as outlined in the Acquisitions Policy.

The donor must complete a donation form, which is a legal transference of ownership. This is regarded as a 'deed of gift' and includes copyright releases and any conditions specified by the donor.

Make sure that the donor understands that the donation will be subject to the archive's policies. It can therefore be preserved, reproduced in archive publications and disposed of according to the archive's policies. The form must be signed by the donor and by the Local History Librarian. A copy of the form is given to the donor and the original is filed in the donation register.

**Casey Cardinia Local History Archive
Donation form**

The following object/s are offered for donation to the Casey Cardinia Local History Archive –

Item/s Description (include Accession number (if any) and dates where known to help establish copyright, continue on back)

Provenance (history item/s, person, places or events associated with item/s – continue on back)

Donor name and address: _____

Telephone _____ (email) _____

Copyright: Do you hold the copyright to this item/s? Y/ N
If not do you know who does? Y/ N (provide details)

If you do hold the copyright, will you agree to sign here that you are assigning the copyright to Casey-Cardinia Library Corporation? Y/N

_____ signature if 'yes'

Digitisation: Do you give permission for your donation to be reproduced in an electronic format for use on the Library's web site and Social media? Yes / No

Agreement: I, _____ wish to donate the object/s described here to the Casey Cardinia Local History Archive. I hereby certify that I am the legal owner of the object/s. I agree that any material held in the collection that does not comply with the archive's collection policy may be disposed of according to archive policy or returned to me if that is stated here as a request.

Special conditions _____

Signed _____ (Donor) Date _____

Signed _____ (Local History Librarian) Date _____

Casey-Cardinia Local History Archive

Donation Procedure Checklist

| Donor Details | Donation Form Completed in Duplicate | Donation Form is Signed by Both Parties & both have a copy | Upon receipt of signed form, a thank you letter was sent | Donation form, thank you letter copy and other related material is stored with the accessioning documentation |
|---------------|--------------------------------------|--|--|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Comments:

Signed Local History Librarian: _____ **Date** _____

Casey Cardinia Local History Archive Evaluation

Evaluation is an important part of operating the archive. It is important that we have user feedback as well as statistical information about the level of use, the progress of preservation and the success of new activities.

Good evaluation will assist with helping other parts of the Library and the Councils understand how the Local History Archive operates.

Activities that need to be evaluated

| Activity | Method of Evaluation |
|-----------------------------|--------------------------------------|
| History Inquiries | Inquiry Register (Exercise Book) |
| Use of the archive | Visitor Register (red, labeled book) |
| Public Presentations | Talks Register |
| Public Local History Events | Library Evaluation Forms |
| Finding Aids | Keep under 'Evaluation' |
| Preservation Techniques | Keep under 'Evaluation' |

History Inquiries

Record as much information as possible in the inquiry register: name, address and phone number, when and how answered. It is always worth asking to exchange information, their research could be a great addition.

Use of the Archive

Personal visits to use the collection should be registered in the visitor book. Name, details of the inquiry, address and phone number. This is both a security measure and a form of evaluation.

Public Presentations

Keep a list of dates for presentations, who for, the topic and any associated notes and responses.

Public Local History Events

Keep the evaluation forms and any associated brochures, responses and so on. The information about people who attended these events can build a mailing list for heritage information.

Finding Aids

Log responses and comments about the usefulness of the means of retrieving information.

Preservation

Keep notes about the success or failure of techniques for preservation, their economical viability and so on.

Casey Cardinia Local History Archive Housekeeping Policy and Procedure

Policy

No food or drink is permitted in the Local History Archive

No smoking is permitted in the archive

Only pencils should be used when reading or handling Local History Archive Material

Gloves must be worn when handling photographs, fragile paper-based materials and books in the collection

A record of housekeeping and checks must be completed monthly

Procedure

Fire Prevention

Keep the archive material off the floor

Store well back on the shelves

Use only a carbon dioxide fire extinguisher on paper based material

Follow the Library procedure for fire evacuation

Water Damage Prevention

Keep archive material off the floor

Avoid using the top shelves

Conduct monthly checks for water leakage

General Housekeeping

The Local History Archive must be vacuumed and dusted monthly. Dust and dirt carry harmful bacteria and encourage vermin that will damage archive material.

Temperature, Humidity and Light

The temperature in the archive should remain consistent at between 18 and 22°.

The relative humidity in the archive should remain at between 50 and 55%. The

light should only be turned on when using the archive and should remain at 50

lux.

**Local History Archive
Record of Housekeeping & Checks**

| | DATE ----- | COMPLETED YES/NO | COMMENTS | ACTION |
|--------------------|---------------|---------------------|----------|--------|
| WATER | | | | |
| VACUUM | | | | |
| DUST | | | | |
| INSECT & VERMIN | | | | |
| TEMP | | | | |
| HUMIDITY | | | | |
| LIGHT | | | | |

Completed by _____ Date _____

| |
|--|
| <p>Special information</p> |
|--|

Casey Cardinia Local History Archive Loans Policy and Procedure

Loans Provided to the Local History Archive

Other history collections may approve the loan of selected material for copying in the Local History Archive. These temporary loans and their return are recorded in the Accessions and Loans folder, on the appropriate loan form. A copy of the form should be given to the lender and the item's return should be particularly noted. Both parties must sign the form upon return.

Photocopies of loaned material should be made on archival paper. Photographs should be copied in black and white only in the standard size of 5 x 7 inch. Where a negative is not already in existence, a negative should be retained from this copying by the Local History Archive. Interviews should be copied onto TDK-60 tapes. Material may be scanned and should be retained in a 'tif' file format and at 600dpi.

In the case of a loan of material for an exhibition, a 'condition report' form should be completed for each item.

Loans Provided by the Local History Archive

The archive does not loan material, with the exception of special arrangements made for exhibitions, special local history projects and Casey and Cardinia Councils. There is a 'loans by' form.

If patrons would like a copy of a document or a photograph, they must make a formal request using a 'Copy Request Form'. The Local History Librarian manages the copying of material and the patron is only provided with the copy.

Note the special conditions on the Copy Request Form. The patron must sign that they will only use the copy for private research purposes and that the copyright and any negatives produced by the copying exercise, remain the property of the Local History Archive.

It may be appropriate, in rare circumstances, for the Local History Archive to be involved in loaning material for regional historical displays in conjunction with other historical groups. Individual agreements and authorization by the Customer Services Manager would be required.

**Casey Cardinia Local History Archive
Copy Request Form**

NAME _____

ORGANIZATION (if applicable) _____

ADDRESS _____

PHONE _____ (H) _____ (W)

I REQUEST COPIES OF THE FOLLOWING MATERIAL

| |
|--|
| |
| |
| |
| |
| |
| |
| |
| |

DECLARATION: The material copied is for the purpose of personal interest, research, or study and will not be reproduced further without permission and payment of any fees due. The material remains the property of the LOCAL HISTORY ARCHIVE.

I agree to acknowledge the CASEY-CARDINIA LOCAL HISTORY ARCHIVE COLLECTION

Signed _____ Date _____

Signed _____ (Local History Librarian) Date _____

**Casey Cardinia Local History Archive
Loans Policy and Procedure**

LOAN AGREEMENT

Loan of Material by the Casey-Cardinia Local History Archive

Loan provided to

Phone _____ (Email) _____

Address _____

Description of item/ items:

Purpose for which the item/s is to be used:

Pick up/ Delivery Procedure: Recommended procedure

Pick up date _____ Return date _____

This loan is subject to the following conditions:

1. That the material will be stored in a secure area.
2. That the Casey Cardinia Libraries will be credited in the display, publication or other in which the item/s will be used.
3. That the Casey-Cardinia Library Corporation retains the copyright to the item/s.

Signed _____ (borrower) Date _____

Signed _____ Local History Librarian.

Date _____

CaseyCardinia Local History Archive Oral History

Policy and Procedure

This collection of interviews exists for the benefit of researchers wishing to discover more about the past. It is also to preserve the memories belonging to people who have lived in the region of Casey and Cardinia.

When using oral sources in your work, it is important to remember that they need to be used very carefully and selectively. Memory is subject to change. Narrators can ascribe meaning to past events that they did not feel at the time. Oral history can, in fact, tell us more about the time of remembering than the time being remembered.

These realities of the process of memory should be acknowledged for your audience. Oral History can easily become distorted. As with all historical resources, oral histories must be critically analyzed and used responsibly.

The Local History Archive holds the copyrights to both the tapes and the transcriptions in this collection. The archive reserves the right to re-production, publication, adaptation and public performance of the transcriptions. It also reserves the right to off air direct taping, performance in public and broadcasting of the taped interviews.

Sources and contacts for further information about using Oral History:
The Oral History Association of Australia, Melbourne Branch.

Policy

The Oral History collection exists for the benefit of researchers. Extracts may be copied for research purposes and the interviewees quoted. All interviews in the collection have been conducted through the appropriate consent and the interviewees understand that their information may be re-produced for research purposes. Extracts used must be referenced. The Local History Archive and the Interviewees retain joint copyright.

Procedure

When embarking on an oral history interview, a letter of introduction explaining the purpose of the interview must first be accepted by the person. A consent form must also be completed and all the implications explained to the interviewee before the interview takes place. The interviewee must be provided with both a copy of the tape and a copy of a transcription. They must also be provided with an opportunity to alter any part of the interview and revise all drafts before publication or public access.

Researchers wishing to use the oral history collection may access it through an appointment with the Local History Librarian.

Casey Cardinia Local History Archive Preservation Policy and Procedure

Policy

The Local History Archive endeavors to preserve material using archival techniques and suitable environmental measures to the best of its ability. Material will not be accepted unless it can be suitably stored.

Procedure

When material is first accepted into the collection, the following steps are taken during the processing stage:

Removal of all metal clips, rubber bands, staples and all foreign objects.

Documents and photographs are stored in polypropylene bags, with acid free card inserts.

Any information required is recorded only on the card, not the object.

Books are wrapped in acid free tissue or placed inside acid free folders

During permanent storage, the following preservation techniques are applied:

All document material is stored in Esselte plastic pockets and is placed inside acid free folders.

The folders are stored inside acid free archive boxes.

Newspapers are stored in the Albox A3 boxes. For further details see the Newspaper Strategy.

Large items, such as aerial photographs and maps, are stored inside the pink elephant.

Large volumes are stored on the shelves.

Newspaper cuttings, like other documents, are copied on archival paper.

Photographic copying must only be black and white and should be in a standard 5 x 7 inch size. It is preferable that a negative be generated and kept in a separate location within the archive.