

Council Policy – History Collection

Responsible Directorate	People and Place
Responsible Business Unit/s	Libraries
Responsible Officer	Manager Libraries
Affected Business Unit/s	All

Objective

To represent the distinctive cultural identity of the Shire of Ashburton (the Shire), both past and present.

The objective of this policy is to provide a framework within which to develop, organise, maintain, and make available a permanent collection of materials, both retrospective and current, in a variety of formats, which relate to the past and present of the Shire.

Scope

This policy applies to all elected members and employees of the Shire.

Policy Statement

This policy aims to:

- provide direction for development and management of a community resource that inspires, educates, and informs the community and visitors on the Shire's history, and
- build and preserve a historical resource for the present and future communities of the Shire by caring for the objects in its collection to the best possible standard and setting parameters for the collection, documentation, conservation, and interpretation of artefacts significant to the Shire.

The Shire will ensure that its own organisation's history is protected through compliance with its responsibilities under the *State Records Act 2000* and will maintain its own local history collection which includes individual activities like the collection at the Tom Price Visitor Centre, and the image library maintained for operational photographic storage and ongoing usage in various publications.

Local history collection

Memorabilia

A memorabilia collection contains the gifts presented to the Shire. These gifts include objects, trophies, plaque crests, awards, medals, badges, coins, or certificates accepted by a Council representative while conducting Council business. It also includes objects used by employees or elected members while conducting Council business, deemed significant to preserve for posterity, such as the Shire seals, framed photographs of elected members, past and present, promotional material and equipment.

Newspapers

A newspaper collection includes articles from local and state newspapers. The articles collected provide an ongoing history of the many events, activities, issues, people, and places of the Shire.

Articles collected relate to Council news and activities, resident's activities and biographies, community development and its issues; historical articles, sporting clubs, community organisations, theatre and other public performances, selected local business information, selected housing styles and practicing architects, and real estate development sites within the Shire.

Photographs

A photograph collection may be developed from donations from private collections, in-house photography, copies made from originals and donations.

Donors may be required to complete a donation form for legal purposes, and to gather significance and provenance information.

Community history

A community history collection includes:

- Books both purchased and donated
- Reports
- CD's
- Videos
- DVD's
- Biographies
- Oral histories
- Digital records.

The community history collection includes an archive with historical information and ephemera from businesses, schools, churches, community and sporting groups, events, places, buildings, and people.

External organisations

Local history may be collected, protected, and managed by volunteer groups, with appropriate levels of support from the Shire, namely:

- the Shire supports local community groups that wish to establish themselves as museum/historical societies to undertake the task of collecting and protecting Ashburton's history,
- any land/buildings support will principally be consistent with Council Policy – Community Leases and Licenses,
- any financial support will be based on normal community group grant applications (namely, through existing Council Policy – Community Donations, Grants and Funding) plus any specific Annual Budget allocations (as determined by Council), and
- any employee support to museum/historical societies will be minimal and reflective of the levels of involvement generally allocated to other local community organisations.

Copyright

This policy supports and upholds the rights of copyright owners as documented in the *Copyright Act 1968* (Commonwealth).

Definitions

Archives are a collection of documents and records that contain historical information. This includes the papers of individuals and organisations, letters, and diaries.

Ephemera refer to printed materials that were only meant to be used for a short time. They may have been printed to use for a day, event, or promotion. This would include menus, tickets, invitations, programs, posters and advertisements, and other various items.

Local history collection may consist of:

- Memorabilia
- Newspapers
- Photographs
- Community history
- Oral history
- Artefacts, objects, and records.

Oral history refers to recorded historical information obtained in interviews concerning personal experiences and recollections.

Relevant policies/documents

Nil

Relevant legislation/local laws

Copyright Act 1968 (Commonwealth)

State Records Act 2000

Office use only				
Relevant delegations	Nil			
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