

# OUTBACK ARCHIVES POLICY

## **Purpose**

This policy defines the guidelines for the operation of the Outback Archives.

The Outback Archives (OA) is responsible for the systematic collection and preservation of materials which document the growth and development of the City of Broken Hill and the Far West Region of N.S.W.

## **Scope**

The scope of the policy is to:

- Identify, collect, manage and preserve the documentary heritage of Broken Hill and the Far West Region of N.S.W.
- maintain and provide access to a collection which documents the historical development of the local community;
- assist people in accessing the archival and local studies records;
- operate as a regional repository of the State Records;
- operate in accordance with the States Records Policy;
- operate in accordance with relevant State and Federal legislation including; *Australian Copyright Act 1968* and *Privacy Act 1988*;
- encourage public awareness of the significance of archives and local studies;
- maintain and operate according to an evolving set of precedures.

## **General Principles**

### **1.0 Access:**

- 1.1 Access to the OA is free and open to all.
- 1.2 Primary access to the collection should be via personal visit or by phone/email to the Archives Officer (AO).
- 1.3 The OA collection is a reference collection and can not be borrowed.
- 1.4 Access to fragile materials is restricted. Copies of some of the fragile items are available in alternative format for public use. Access to fragile items is at the discretion of the AO.

- 1.5 Access to records of a sensitive nature and manuscripts donated to the OA is at the discretion of the AO.
- 1.6 Access to State Records is in accordance with the State Records Policy.
- 1.7 Copying of material is governed by the *Australian Copyright Act 1968*.

## **2.0 Collection Development:**

- 2.1 The OA will collect published sources (multi-format) and records relating to or produced in Broken Hill or the far West region of NSW.
- 2.2 The OAS will collect general published sources (multi-format) on Australia, or places which have historical links to Broken Hill, in order to supply historical background as a context for the study of Broken Hill and inform about themes which refer to Broken Hill, for example; mining or the trade union movement.
- 2.3 The OA will collect both current and retrospective materials, which relate to, or have influence upon, the development of the community.
- 2.4 The collection will be thematically comprehensive, with resources relating to the natural and built environment as well as the social, economic, political and cultural life of the community.
- 2.5 The OA collection will be constantly reviewed.

## **3.0 Acquisitions:**

- 3.1 Acquisitions are made by purchase, donation, copy or transfer from local organisations according to the collection development procedure. All acquisitions must have full Copyright approval.
- 3.2 The OA will only preserve items worthy of permanent retention. Potential deposits will be evaluated before acceptance.
- 3.3 All acquisitions will be acknowledged on receipt. Deposited material will be subject to the terms laid out in the OA Deposit Agreement Form.
- 3.4 Deposits will only be released at the discretion of the Broken Hill City Council.

#### **4.0 Exclusions:**

- 4.1 The OA will not collect any three dimensional objects, paintings or other works of art, unless at the discretion of the AO.
- 4.2 The OA will not collect items of which copies are known to exist already in the collection, unless at the discretion of the AO.
- 4.3 The OA will not collect items of which material is judged not to be of permanent historical value.

#### **5.0 Transfer:**

- 5.1 The OA will transfer records / materials to a more appropriate repository at their discretion if it is felt that the records / materials and their users would benefit from their relocation.

#### **6.0 Disposal:**

- 6.1 Disposal of the materials deemed not worthy of permanent retention is at the discretion of the OA.

#### **7.0 Release:**

- 7.1 Release of donated material is at the discretion of the Broken Hill City Council (BHCC) in consultation with the OA. A written request must be made to the BHCC stating the purpose of the loan and the return date. Permission for release of material can take up to one month to process.

#### **8.0 Fees and Charges:**

- 8.1 Fees and charges shall be determined by the BHCC on an annual basis, in accordance with appropriate legislation and Council Pricing Policy. The schedule of fees and charges shall be displayed at the Library service point. Users of the OA are encouraged to contribute through the donation box located in the library.
- 8.2 Charges shall apply to the following:
  - (a) Printing and / or copying
  - (b) AO research fee (if research is conducted solely by the AO a fee is charged in half hour increments)

#### **9.0 Volunteers and Work Experience:**

- 9.1 Applications to work for the OA on a volunteer basis are accepted only through Broken Hill City Council's Human Relations Department, as per Council's Volunteer Policy.
- 9.2 Applications for work experience and student placement will be considered according to capacity and depending on the OA commitments at the time. Applications are accepted only through Council's Human Relations Department.

### **10.0 Opening Hours:**

- 10.1 The opening hours of OA are:

Monday, Tuesday, Thursday and Friday 10am – 5pm

The OA is closed for lunch 1pm – 2pm

- 10.2 The OA shall be closed on gazetted public holidays.
- 10.3 Opening times may be altered as resolved by the Council and fourteen [14] days notice will be given in the local newspaper.
- 10.4 The OA will be opened for special events such as history lectures, writers' workshops, etc.
- 10.5 The OA will be closed for special events such as staff training or staff workshops.

### **Associated Policies & Documents**

- Library Policy and Procedures
- Outback Archives Deposit Agreement
- State Records Act
- State Records Policies
- Australian Copyright Act
- Privacy Act.

## **Policy Details**

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Responsible Officer: Group Manager Governance & Community