

Community History Centre Collection Policy

Policy Owner: Heritage and Museum Services
Contact Person: Manager Capacity Building
Date of Approval: 4 May 2010 – CS07-05/1

POLICY OBJECTIVE

To develop, organize, 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 City of Wanneroo and parts of the City of Joondalup.

To integrate paper-based material and photographs previously held by Wanneroo Museum.

To ensure that suitable conditions are provided for the storage, conservation and protection of the material so that it may be preserved for posterity.

To provide an efficient information service to individuals, organizations, schools and other groups in the community.

To provide excellent access to the collection's resources through the creation of high calibre records on the City of Wanneroo's databases, and through additional retrieval aids where required.

To support the Heritage Services team and other employees of the City of Wanneroo, by assisting with the provision of research materials and information

To aid and support family history research by providing a collection of essential genealogical publications, as well as access to web-based resources.

To refer users to resources at alternative institutions when indicated.

POLICY STATEMENT

This policy sets out the guidelines within which material will be acquired for the Community History Centre.

1. Monographs and Pamphlets

- Historical works
- General local histories of Wanneroo
- Histories on specific subjects relating to Wanneroo, e.g. organisations such as commercial enterprises, churches, schools and clubs and themes such as viticulture and market gardening
- Seminal histories of Western Australia
- Histories of other municipal areas in the Perth metropolitan region.

- Quick Reference – basic reference works relating to local history, such as chronologies, collected biographies of early West Australian personalities, library collection guides, family history material, placename dictionaries and West Australian gazetteers
- Genealogical works; biographies; family histories
- History of buildings, including houses
- Literary works by local authors and/or having a theme pertaining to Wanneroo and parts of Joondalup
- Council publications
- reports, plans and other items produced by the City of Wanneroo
- reports relating to the City of Wanneroo produced by external organizations
- the primary focus of interest will be on publications that reflect development and change within the City of Wanneroo and relate to Wanneroo's history, people, society, culture, physical environment, buildings, agricultural and commercial activities and conservation of the environment
- financial, technical and purely operational documents are not to be collected

2. Serials

Council publications such as annual reports, newsletters for the community and community directories.

Periodical publications published by clubs, societies, associations and other bodies operative within the boundaries of the City of Wanneroo.

Serial publications of government departments and of other institutions which contain significant information about the City of Wanneroo

3. Oral histories

Interviews with past and present residents and workers in the areas that fall within the boundaries of the City of Wanneroo.

Interviews with councillors and employees of the City of Wanneroo.

Where there are specific subject areas not covered, these are to be targeted in the future development of the oral history program.

4. Visual and audio-visual materials

Photographs and other visual formats pertaining to the City of Wanneroo and its history – in particular of identified individuals, streetscapes, buildings, costume and dress, farming, commercial, social and family life.

Other photographic formats to encompass prints, negatives, transparencies, slides and glass negatives

Other visual materials to be collected are videocassettes and DVD's, art prints, drawings, posters, calendars and postcards.

5. Newspapers

Major local newspapers (currently Wanneroo Times, Wanneroo Weekender and Sun City News).

6. Newspaper clippings

Articles from local and other newspapers having relevance to Wanneroo people, the history and development of suburbs, historic buildings, other heritage sites and Wanneroo heritage issues in general.

7. Cartographic materials

- Published and unpublished maps
- Survey maps
- Land subdivision and real estate plans
- Architectural plans
- Aerial photographs

8. Ephemera

Ephemeral material which falls within the collection criteria of this policy will be acquired.

9. Manuscripts and Typescripts

Unpublished material will be accepted if it is offered by individuals and organisations who have a significant connection with the City of Wanneroo and parts of the City of Joondalup, and if it falls within the general scope of the collection.

10. Archives

Archival collections will be accepted if they emanate from individuals and organisations who have a significant connection with the City of Wanneroo and parts of the City of Joondalup, and that fall within the general scope of the collection .

11. Sound materials

Audiocassettes and CD's.

12. Micro formats

Microfiche and microfilm of appropriate material will be acquired.

13. Irrelevant/unsuitable material

Items in the collection may be removed if their content and/or format does not fit in with the guidelines set out in this policy. In some instances they will be offered to other organizations or else discarded.

SCOPE

This policy applies to staff and volunteers involved in the management of the collection in the Community History Centre, as well as staff and volunteers providing an information service to the users of the Community History Centre.

It provides guidelines to staff to ensure that consistent criteria are applied in the development of the collection and informs customer expectations by defining the role and processes of the Centre. Such guidelines ensure that a consistent level of service is provided to users.

BACKGROUND

The former City of Wanneroo comprised the area now covered by the City of Joondalup and the current City of Wanneroo. In July 1998 the municipality was split into the two Councils that exist today. In accordance with the terms of the division, the local studies collection that had been accumulated since the late 1970's was transferred to the Joondalup Library where it is housed in a purpose-built facility. Legal ownership of the collection is shared between both Councils.

In September 2008, in response to strong community demand, a Community History Centre for the City of Wanneroo was begun and a Community History Librarian was appointed to establish, develop and maintain the collection. On 7 September 2009 the Community History Centre opened in the City of Wanneroo's Library and Cultural Centre as part of the new Wanneroo Museum.

Geographic scope

- Districts that fall within the present municipal boundaries of the City of Wanneroo
- Those parts of the present municipal boundaries of the City of Joondalup associated with the history of families around Wanneroo Road and the lakes.

Mission/statement of purpose

To collect, document, preserve and make accessible to the residents of Wanneroo and wider communities, material about the districts that fall within the boundaries of the City of Wanneroo, and parts of the present municipal boundaries of the City of Joondalup. Such material will relate to the history and development of these areas, with particular emphasis on its government, people, society, culture, physical environment and buildings, agricultural and commercial activities and environmental aspects.

CONSULTATION WITH STAKEHOLDERS

Key stakeholders are residents of the City of Wanneroo, City of Wanneroo Councillors, Wanneroo Historical Society, family history interest groups, members of the general public using the Community History Centre, Museum and Heritage Services staff and other employees of the City of Wanneroo.

During the establishment of the Community History Centre, community needs and expectations were taken into account in prioritising the acquisition of certain categories of material and in focusing on particular subject areas. Consultation with key stakeholders will continue to be an important part of future collection development.

IMPLICATIONS (Financial, Human Resources)

Service and development will be met from the current operating budget. The speed of development will depend on staffing levels. The structural plan provides for a Support Officer as yet not appointed.

This policy will be regularly reviewed to ensure that it remains relevant to customer requirements and industry standards.

IMPLEMENTATION

See Community History Centre. Guidelines for the Organization of Material (Ref: Powerdocs 888896)

ROLES AND RESPONSIBILITIES

Implemented by the Community History Librarian and volunteers in the Community History Centre, in liaison with the Co-ordinator of Heritage Services.

WHO NEEDS TO KNOW ABOUT THIS POLICY?

Community History Centre staff and volunteers need a detailed knowledge of this policy. Other Heritage Services staff are required to have a working knowledge of this policy. The policy should also be available to users on request.

EVALUATION AND REVIEW PROVISIONS

The adopted policy will be evaluated to determine its effectiveness in achieving its outcomes, and measures will be established to ensure that the policy is meeting objectives and accountability requirements. These will include developing and listing key performance indicators and identifying changes in areas of community interest and need.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
<u>MONOGRAPH</u>	A book which is a detailed study of only one subject.
<u>SERIAL</u>	A journal or magazine that is issued at regularly recurring intervals
<u>ORAL HISTORY</u>	Recorded historical information obtained in interviews concerning personal experiences and recollections
<u>EPHEMERA</u>	Ephemera may be loosely defined as material printed for transient, short-term purposes and it is usually freely available to the public. It may include brochures, pamphlets, handbills,

	leaflets, menus, invitations, programs, posters, calendars, trade catalogues and election material. It is usually freely available to the public and is less than five pages. Definitions cannot be rigid however as overlapping occurs with other categories of material such as pamphlets.
<u>MANUSCRIPT</u>	A book, document, or other composition written by hand. A typewritten or handwritten version of a book, an article, a document, or other work, especially the author's own copy, prepared and submitted for publication in print.
<u>ARCHIVES</u>	A collection of documents and records that contains historical information. Includes the papers of individuals and organizations, letters, diaries, photographs and sketchbooks.

REFERENCES

Community History Centre. Guidelines for the Organization of Material

RESPONSIBILITY FOR IMPLEMENTATION

Manager, Capacity Building

Revisions	Next Review	Record No
4 May 2010 – CS07-05/10	March 2012	887227 TRIM: 10/1352