

# LOCAL HISTORY COLLECTION MANAGEMENT POLICY

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## 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. This policy aims to assist the Shire of Roebourne Local History Collection by providing direction for development and management of a community resource that inspires, educates and informs the community and visitors on the Shire of Roebourne history. To build and preserve a historical resource for the present and future communities of the City of Karratha by caring for the objects in it's collection to the best possible standard and within its capabilities. And setting parameters for the collection, documentation, conservation and interpretation of artefacts significant to the Shire of Roebourne.~~

## 2. SCOPE OF COLLECTION

~~The Local History Office collection includes, but is not limited to -~~

- ~~• Print publications including monographs, serials, newspaper, newspaper clippings, ephemera, maps, family histories, genealogical works and reports~~
- ~~• Original materials including unpublished materials, manuscripts, private archives, theses, letters and diaries~~
- ~~• Micro-fiche, micro-film, sound recordings and electronic resources~~
- ~~• Photographic images~~
- ~~• Oral recordings~~
- ~~• Council materials including previous incarnations~~
- ~~• Government publications~~
- ~~• Artworks~~
- ~~• Objects~~

~~The historical collection comprises material from the geographical region of the Shire of Roebourne. It may extend to other historical areas and sites situated within previous Shire boundaries.~~

### 2.1 Type of Items Themes Collected

The Local History Collection will accept original items meeting the criteria outlined in this policy and which are closely related to the following historical themes:

- Early European exploration and settlement of the region
- Indigenous life post-European settlement
- Pastoral stations and activity
- The pearl shell industry at Cossack
- Coastal and island maritime industries (including whaling, turtles and fishing)
- Ports and shipping (including Cossack, Point Samson, Dampier and Balla Balla)
- Chinese, Japanese, Malay, Afghan and other migrant history
- Occupations
- Law and Order
- Commercial enterprises of Cossack, Roebourne and other early settlements
- Domestic life and activity
- Recreation, social and spiritual life
- Transport and communications

- Governance – the Roebourne Roads Board, government institutions
- Mining (including the “gold rush” of the 1880s-90s, copper and other minerals)
- Development of the iron-ore industry from 1960 onwards and other resource industries (including natural gas, salt and subsidiary industries).
- The residential and commercial development of towns within the City of Karratha
- Commemorating significant events

### 3. ACQUISITION

The Local History Office shall acquire objects-materials for the permanent collection by donation, bequest, purchase or transfer. The Local History Office will not accept conditional donations. The following criteria shall be considered before approving acquisition of an item:

- **Relevance**  
The Local History Office shall only collect items that relate to its mission and specific collecting themes-areas as outlined in section two. The item must have a distinctive and verifiable connection with the local area.
- **Significance**  
Priority is given to items that are significant for their historic, aesthetic, scientific/research or social/spiritual value and relevance to local history.
- **Provenance and Documentation**  
Priority will be given to items where the history of the object is known and associated documentation and supporting material can be provided.
- **Condition, intactness, integrity, authenticity**  
The item should be in sound condition or be able to be conserved or restored to sound condition within Local History Office capabilities. The Local History Office will not generally collect items that have highly specialized conservation, storage or display needs or which are badly damaged. The item should be complete unless it is an archaeological specimen.
- **Interpretive Potential**  
Items with strong provenance that can contribute to the interpretation of key collection themes will be given priority.
- **Rarity**  
Items may be given priority if they are rare examples of a particular kind of item.
- **Representativeness**  
Items may be given priority if they are an excellent representative example of a particular kind of item.
- **Duplications**  
Items that duplicate ones already in the collection will not be accepted unless they are of superior condition and/or historic value, where duplicates may allow items to be rotated on display or assist with interpretation or educational outreach purposes.
- **Legal Requirements**  
The Local History Office will only accept items-material for which the person donating the item has valid and/or legal title to it. In the case of photographs, the Local History Office will not accept the photograph if the donor is not the copyright owner and/or the donor will not transfer copyright ownership.

#### 3.1 Refused items-Donations

Refused items-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.

#### 3.2 Documentation and Record Keeping

An effective documentation system will be maintained for the Local History Collection, including information on donors, acquisition assessments, ownership transfers, accession register and collection management database.

## **4. CONSERVATION AND STORAGE ACCESS**

~~The Shire of Roebourne aims to achieve high standards of collection care and storage for the Local History Collection by following the conservation guidelines outlined in the collection management procedures. Wherever possible and within the capabilities of the Local History Office, conservation and storage procedures will aim to both preserve and provide security to items at all times.~~

The Local History collection 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 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.

Items proposed for deaccessioning will be formally approved by the Coordinator of Library Services.

A deaccession form will be completed for each new deaccession, compliant with relevant processes.

### **5.2 Disposal**

Methods of disposal are:

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

The disposal method will be formally approved by the Coordinator of Library Services. A note about the method of disposal to be attached to the relevant deaccession form.

Where items are to be disposed of or sold, the City of Karratha will comply with relevant Local Government Act requirements. The CEO will determine required value of items to facilitate disposal or sale.

Where possible, funds acquired from the sale of deaccessioned items should be used for acquisitions or ongoing care of the collection.

## 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 objects-material to museums, institutions and organisations holding collections. It will not lend to private collectors.
- Loaned items must be safely and securely transported to the loan venue at the expense of the borrower and in line with relevant procedural guidelines.
- Loaned items cannot be treated or altered in any way without written permission.
- Loans are to remain in the possession of the borrower until returned to the City of Karratha.

## 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

The City of Karratha Local History Collection includes a nationally significant Oral History Collection of over 350 Indigenous and non-Indigenous oral history recordings, made from the 1980s to the present.

Interviewees are selected on the basis of their connection to the City of Karratha and their experiences in relation to the key themes of the collection.

All oral history recordings undertaken by the City of Karratha need to comply with relevant procedural documents. The purpose, intended use of the interview, conditions of access and applicable copyright provisions must be outlined prior to the recording being undertaken.

Where material has been, or will be acquired into the collection with specific restrictions on access, these will be met where they comply with the relevant procedures.

Public Access: For materials previously acquired without signed Oral History Consent forms, access will be determined after a process of consultation with the interviewee and the interviewer, where

possible. If either of these parties cannot be contacted, access will be at the discretion of the City of Karratha.

**Commercial Access:** Access to the Oral History Collection for the purposes of publication, broadcast or web-based use requires consultation with the relevant Indigenous or non-Indigenous community member or community whose oral history is the subject of the request. These requests are to be directed to the relevant contacts, and where agreement with the individual/community concerned cannot be demonstrated, access will be at the discretion of the City of Karratha.

Requests for copies of Indigenous oral histories will be considered subject to liaison with the specific language group organisation, corporation or elders group, to ensure that appropriate cultural protocols are followed.

## 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. It is imperative that Councillors and Officers retain appropriate documentation to substantiate their expenditure. 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 Office Procedures and Guidelines
- Guidelines of Ethical Practice of the Oral History Association of Australia
- City of Karratha Policy CS.20
- *Copyright Act*
- *Local Government Act*

Policy Number:	CS 21
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*This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.*