# G10. LOCAL STUDIES COLLECTIONS WORKSHEET

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| --- | --- |
| Library / Branch: | |
| Completed by: | Date: |

## Objective

To provide access to, preserve and maintain a collection that relates to the history and development of the local community.

## Guidelines

**Note:** some of the guidelines below are appropriate to libraries with an archival responsibility that is discharged in accordance with local studies collections and services.

| **Guideline**  *These Guidelines are from* Living Learning Libraries *6th ed. 2015* | **Action indicator**  *Select from drop down list* | **Commentary**  *Add comments on the library’s performance in the context of each Guideline* |
| --- | --- | --- |
| Access is available to non-rare and non-fragile materials (i.e. standard items in Local Studies collection) at any time the library is open |  | Comments: |
| All newspapers whether print or digital are accessible free of charge to the public |  | Comments: |
| Local history photographs (print or digital) are accessible free of charge to the public |  | Comments: |
| The library provides opportunities and means for the public to donate images (digital and print) |  | Comments: |
| Access and preservation of oral history collections are made digitally available in priority terms of significance |  | Comments: |
| Digitised records of Council meetings are made available to the public |  | Comments: |
| The Library develops mechanisms for community creation and co-creation of relevant local information in a range of formats |  | Comments: |
| Public programs - such as participation in National Trust Heritage Festival, History Week, Family History Week, Anzac Day and other similar events - are offered by the library, where appropriate in partnership with other local community organisations |  | Comments: |
| Appropriate exhibitions are mounted for print and digital materials in local studies collections |  | Comments: |
| Appropriate library space and storage is provided including security for the collection |  | Comments: |
| Collecting policies for local studies materials including acquisitions and management are recorded in the Library’s Collection Development Policy |  | Comments: |
| Specific provision is made for collecting, organising and providing access to family history materials. |  | Comments: |
| Cooperative arrangements are in place with appropriate local community groups and other cultural institutions such as museums and galleries for the growth, development and use of the local studies collection |  | Comments: |
| Partnerships are established with the media to develop and exploit opportunities for promotion of local studies programs |  | Comments: |
| Digital archives standards are used for local studies collections |  | Comments: |
| A controlled environment and standards-compliant storage conditions to permanently preserve materials are provided if the materials in the collection require such treatment |  | Comments: |
| A disaster control plan has been developed for protection of the collection |  | Comments: |
| Items are acquired through purchase, donation, copying or transfer from local organisations |  | Comments: |
| Materials collected from local private sources are provided to the public with appropriate permissions and copyright clearances |  | Comments: |
| Links have been established with specialist consultants for professional advice concerning conservation matters |  | Comments: |
| Access to rare and fragile materials is controlled |  | Comments: |
| Access provisions for sensitive materials and manuscripts are clearly documented |  | Comments: |
| All copying is done in accordance with the *Australian Copyright Act 1968* and other regulations |  | Comments: |
| A digitisation plan is developed for local history material |  | Comments: |
| Local Studies staff have appropriate skills and knowledge in: |  | Comments: |
| Digital archiving |  | Comments: |
| Multimedia skills to make collections and resources accessible to various audiences |  | Comments: |
| Exhibition and display procedure and preparation |  | Comments: |

## Suggested performance indicators

* Number of new still and moving images collected annually
* Percentage of local history photographs in the collection digitised
* Number of oral history interviews conducted per annum
* Number of times per annum exhibitions of local studies collections/materials are provided by the library
* Proportion of users who rate the relevance and quality of the Local Studies Collection as satisfactory or better
* Number of local history information requests
* Number of times per annum online local history resources are accessed
* Number of items added to the local history collection annually.

## Things to consider

Staff skills: shifts in library landscape, global digital communication, and archiving procedures and standards may have significant impact on Local Studies staff skills requirements. Ongoing professional development and training will be necessary to foster and maintain specialist skills and knowledge.

Printing costs: even if local studies material is freely accessible, library managers may elect to charge a fee for providing print and/or digital copies to library customers.

Guidance for librarians considering digitisation projects is provided by the State Library of New South Wales in *Digital practice guidelines*, December 2011 (Library Council of New South Wales Guideline): <http://www.sl.nsw.gov.au/services/public_libraries/digitisation/digital_practice_guidelines/index.html>

Library managers considering digitisation projects should also be aware of the National Library of Australia’s digitisation policy and priorities, and general principles for digitisation, as outlined in its *Collection digitisation policy*: <http://www.nla.gov.au/policy-and-planning/collection-digitisation-policy> and *Digitisation guidelines*: <http://www.nla.gov.au/standards/digitisation-guidelines>

National and State Libraries Australasia (2011) *Aspirational practices and standards for digitisation by interlibrary loan and document delivery services*: <http://www.nsla.org.au/publication/aspirational-practices-and-standards-digitisation-interlibrary-loan-and-document>

State Library of NSW Disaster planning, response and recovery resources available at <http://www.sl.nsw.gov.au/services/public_libraries/strategy_and_planning/disaster.html>