

# The Archive Facility



## Introduction for Donors

### Establishment and Background

The Invercargill City Libraries and Archives (ICLA) archive facility is home to records from the City of Invercargill and surrounding Southland District.

The facility began to take shape in 2005 after the JT Sharp building next to the Library was purchased by the Invercargill City Council. Construction and renovations were finished by March 2008 resulting in the first new archive facility to be built to the Archives New Zealand Storage Standard.

The need for a new archive facility in Southland arose from two main points. Firstly, the 2005 Public Records Act reiterated the importance for all public offices (including local government) to maintain and keep records of an evidentiary, informational and/or historic value. Secondly, the Library had reached beyond its capacity to adequately house the generous donations received from the Southland community.

In September 2008 the Archivist for the facility arrived and work began on the arrangement of the holdings and development of a collection policy to capture a broader picture of our regional history. A Research Room where original archives could be carefully viewed was also opened at this time.



In May 2014 the Minister for Internal Affairs Hon. Peter Dunne, sanctioned the Archive as an approved repository. This means that the Archive and its staff have been deemed capable of managing and caring for public records on behalf of the Chief Archivist of Archives New Zealand. Southland public records, which may include education records, hospital and prison records may now be retained in Southland rather than sent out of the province to an Archives New Zealand office.

The aim of the Archive is to build and maintain a comprehensive collection of archival material relevant to the history, development and people of the City of Invercargill, the Southland District.

### What are archives?

As a very general description, an archive is a unique item of any format or media that contains information that was only recorded once, or that would be very difficult to find elsewhere. Examples include Minute Books, School Admission Registers, City Maps, Photographs and Letters.

Amongst its archives collections, the Archive holds records from local government (Invercargill City Council and some predecessor councils), voluntary groups, sport and recreational groups, ethnic and cultural organisations, education and school records, various maps and photographs, personal papers and business archives.

### How can I donate material?

While all offers of donation are appreciated, the donation needs to fit within the scope of the ICLA Archives Collection Development Policy. A copy of this can be obtained from our website or from Archives and Library staff.

The donation will be appraised for its long-term evidential, informational and/or historic value by Archives staff before being accepted into the repository.

A Community Archives Donation Agreement will need to be signed as a formal record of the donation.

### Appraisal

Appraisal is the process of assessing the value of records for acquisition and ongoing preservation. The appraisal process is important because it ensures that those items of long-term evidential, informational and/or historic value are retained for future generations.

ICLA has a Community Archives Appraisal Policy to assist with the appraisal process. Contained within the policy is a brief table that lists the types of records that are most likely to be retained as archives. Those considering making a donation are welcome to request a copy of the table.

Please be aware that depending on the current workload and the size of the donation being offered, the appraisal process may take some time. If wishing to make a donation, we ask that you contact us first so that arrangements can be made to view the material for a preliminary appraisal assessment.

### Access

It is the primary aim of the Archive to provide free and easy public access to its holdings. For this reason we ask that donors give careful consideration to any access restrictions they would like to place on their donation.

Some items however, may need to have a restriction placed on access until enough time has passed for it to no longer be of a high sensitivity. ICLA has a Community Archives Access Policy to assist with the management of public access to the holdings. Also contained within this policy is a table indicating the types of restrictions that the repository may have in place and the duration of those restrictions. This can once again be obtained upon request.

### Copyright

Donating items to the Archive does not remove the intellectual right of copyright from the copyright holder. ICLA will only provide copies of those archives still under copyright for the purposes set out in The Copyright Act 1994, or as the copyright holder has authorised in writing.

### Would Like To Know More?

If you would like to know more about the Archive or would like to discuss making a donation, please feel free to contact or visit us.

Archives staff are usually available 9am – 5pm, Monday to Friday. Alternatively, you may like to call ahead or make an appointment to ensure that someone is available to assist you upon your arrival.



### Contact Information

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