

Importance of Context

The importance of context cannot be overstated. Context allows for users who may have no previous knowledge of your family history to quickly grasp how the pieces fit together. Without proper context individual items lose archival value and have limited future use.

We therefore encourage you to spend the time prior to donation collating your research into an order that can be easily grasped by the third party and/or producing a booklet to accompany the collection that gives the broad overall picture.

The more the context and connection to Southland is explained, the more likely it will nicely fit within our collecting scope.

Primary & Secondary Links

Family History donations that contain a mixture of primary and secondary source material will be split between the Archive and the Library's Local Collection. We understand the importance of maintaining links between the primary and secondary sources relevant to your family history; therefore relevant publications/secondary sources will be noted and referenced on the archives database.

Digital Records

Digital records include both born-digital (emails, digital photographs) and digitised records (scanned photographs and documents).

The depositing of digital records with the Archive needs to meet the same collecting scope criteria as physical records.

In addition, there are also recommended archival standards with regard to the quality of the digital record and its digital format. The Archive encourages donors to strive for these digital recommendations as this significantly aids the digital preservation of the

record. It also goes a long way to supporting the digital records future use and accessibility.

Please contact Archives staff if you would like to discuss these recommendations or are considering donating digital records to the Archive.

Preservation & Preparation

Donations accepted by the Archive do not require the donor to undertake preservation or physical preparation work prior to donation. This will be managed by Archives staff. It is a good idea however to be aware of best preservation practices from the outset to avoid irreversible damage later on.

Please avoid the use of cello tape, glues and lamination. Particularly with original primary source records, the use of archive quality plastic sleeves and envelopes is important for long-term preservation.

Conservation Supplies is a trusted source of archival quality preservation materials, including a Genealogy Family History Starter Kit

www.conservationsupplies.co.nz

The National Archives of Australia has great tips on preservation, including tips for scrapbooks
<http://www.naa.gov.au/collection/family-history/family-archive/index.aspx>

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Donating Your Family History Collection

A Guide



Introduction

The Archive is home to unique original records that relate to the City of Invercargill and surrounding Southland District. Our aim is to provide professional archival care to the records that capture the story and history of life in Southland. The archive collections include records from public offices, local government and the Southland Community. Examples of which are:

- Community groups, clubs and individuals.
- Southland Primary Schools
- Invercargill City Council

While all donation offers to the Archive are appreciated, they must fit within the collecting scope of the *Archive Collection Development Policy*. The key collecting criteria being that the records must have relevance to the geographic location of Southland and fit within the definition of an "archive".

Items that do not fit within the definition of an "archive" but still have relevance to the Southland/Otago area may be assessed for addition to the Library's Local Collection. The Local Collection is a non-lending collection of publications and secondary sources relevant to our local history.

The aim of this guideline is to shed some light on how we intend to assess and manage family history donations which are often a mixture of primary and secondary source material. As Family History collections can be quite complicated this guideline is purely a guide and not hard and fast rules. Each donation offer will ultimately be assessed on a case by case basis.

All donations accepted into the Archive require the completion of a [Community Archives Donation Agreement](#). You can view copies of both the Archives Collection Policy and Donation Agreement on the Archives page of our website www.ilibrary.co.nz.

Primary Sources

Generally speaking an archival record is a primary source item. A primary source being an authentic original item for which there is often only one copy or version and likely to be irreplaceable should it be lost or irreparably damaged.

Examples of primary source/archival items sought by the Archive are:

- Photographs with contextual information relevant to Southland (which include names, dates, location etc)
- Southland school jubilee material
- Local farm correspondence books or diaries
- Personal diaries giving a glimpse of life in Southland
- Photographs of prominent Southlanders
- Records from a local family business
- War letters, postcards, photographs, diaries of Southlanders

Primary source items that might not be accepted by the Archive include:

- Photographs with little to no contextual information (names, dates, locations etc)
- Items that fall within the collecting scope of other institutions (ie. more relevant to the Hocken Library's collecting scope of Otago)

For the best long-term preservation of original archival records, the monitored environmental conditions of the Archive stacks are recommended. These authentic original items are also best served by the professional management practices of Archives staff that have been trained in the appropriate arrangement, description, handling, care and access practices for primary source items.

Secondary source items do not generally require the same controls of the Archive and are best served by Library theory and practice.

Secondary Sources

Secondary sources cite, comment or build upon primary sources. They generally bring together information from primary sources and present that information as published or collated works. There is usually more than one copy of the work available.

Secondary source items with a reasonable amount of Southland content may be accepted into the Library's Local Collection. The Local Collection is a non-lending collection that may only be viewed in the Library. Examples include:

- Published official family histories relevant to Southland
- Area or Town histories within the Southland Region
- Collated information relating to Southland that has been organised but not necessarily professionally published
- Local newspapers not already held by the Library

Examples of secondary source items that might not be accepted by the Library or Archive include:

- Items already held in the Library's Local Collection
- Loose newspaper clippings
- Multiple copies of the same item
- Copies of photographs sourced from other organisations
- Copies of information originally sourced from the Invercargill City Libraries and Archive
- Loose Birth, Death and Marriage certificates
- Boxes of unorganised or uncollated material
- Copies of records from abroad that have not been incorporated into a collated work