

Archives Collection Development Policy

Reference Number:	A1007351
Policy Owner:	Works and Services Directorate, Invercargill City Libraries and Archives
Purpose: This defines the statement of intent of the policy.	This policy sets out the collecting objectives and responsibilities of the archive repository of the Invercargill City Libraries and Archives (ICLA).

SCOPE

This policy applies to any person wishing to deposit or donate records of any format to the archive repository of ICLA. This includes:

- The internal transfer of Invercargill City Council (ICC) records.
- Records from community groups, individuals and private businesses.
- The Southland Oral History Project (SOHP).
- Transfers from other collecting institutions such as archives, museums and libraries.
- The purchase, trade, gifting or other acquisition of private records by ICLA or ICC staff.
- Local authorities other than the ICC.
- Public offices as defined by the Public Records Act 2005

Irrespective of their source, only those archival donations that fit within the scope of this policy may be accepted by the ICLA.

Final decisions on the acquisition of records into the archive repository rest with the Archivist. Queries regarding the Archivists' decisions can be directed to the ICLA Manager.

DEFINITIONS

(of any terms or acronyms)

Acquisition

The sourcing and collection of records for addition to the archive repository. This may be done through an array of methods such as purchase, trade, deposit or donation.

Accession

The transfer of a record or group of records from the same source at the same time. The formal and documented physical transfer and receipt of a record or group of records.

Appraisal

The decision-making process of evaluating the historical, informational and/or evidentiary value of an item or record for permanent retention or disposal.

Archive (facility)

The facility, organization or department whose function is to select, manage and preserve archival records. The physical facility where archive collections reside. For the purposes of this document, the "Archive" or "City Archive" specifically refers to the Archive facility of the Invercargill City Libraries and Archives.

Archives

Records of an organisation or individual that have been selected for permanent retention. These may be of any media or format.

Archivist

A person professionally responsible for the management of archival records.

De-accession

The process by which an archive record or records is permanently removed from the Archive holdings.

Deposit

An agreement to place a record or records with the ICLA without giving ICLA full and permanent custody or ownership of the record.

Digital record

The term “digital record” broadly refers to a record held in a digital format such as JPEG, Word document or PDF document. The term “digitised” specifically refers to the creation of a digital reproduction from an analogue (or physical) original. This is usually through a scanning or photographic process. The term “born-digital” specifically refers to a record that was created digitally and not from an analogue original. The born-digital record is the original record.

Donate or Donation

Full and permanent control and custody of the record or records is given to ICLA.

ICC

Invercargill City Council. The owner of the Archive facility.

ICLA

Invercargill City Libraries and Archives. Previously known as Invercargill Public Library and Invercargill City Libraries, the organisation formally adopted the use of Invercargill City Libraries and Archives in 2008 upon the establishment of the Archive facility.

Record

Information created, received and maintained as evidence of events and transactions. For the purposes of this document, records are not format or media specific.

SOHP

Southland Oral History Project. A collaboration initiated in 2006 between the Invercargill City Libraries (now ICLA) and Southland Rural Heritage Trust (now Heritage South).

PRINCIPLES

ICLA aims to provide specialised and professional management of Southland records that have historical, evidential and/or informational value. This includes a physical archive repository fitted with temperature and humidity controls, a very early smoke detection apparatus, and a collection recovery plan in the event of a disaster.

Donors and depositors, being the legal owner or nominated representative, must have the inherent authority to make a donation or deposit with ICLA.

The archive repository of ICLA is principally interested in unpublished original records that fit within the geographic collecting scope of the City of Invercargill and the surrounding Southland District and Sub-Antarctic Islands. Variations to this geographic boundary are at the discretion of the Archivist or delegated authority.

Invercargill City Council records

ICLA is the designated archive facility for Invercargill City Council records requiring permanent retention. The role of the ICLA is to assist the ICC in meeting its obligations under the Public Records Act 2005. These obligations include the creation, maintenance and access management of local authority records deemed to be worth permanent retention in accordance with:

- List of Protected Records for Local Authorities
- Continuum Recordkeeping Standards and Guidelines
- Other applicable New Zealand legislation.

The Archivist or Invercargill City Council Records staff may also nominate additional records for permanent retention if they are deemed to be of high historical, informational or evidentiary value.

Community and Private records

ICLA aims to build and maintain a comprehensive collection of private and community-created material relevant to the history, development and people of the City of Invercargill and the surrounding Southland District and Sub-Antarctic Islands. Records of interest include, but are not limited to:

- Voluntary group archives
- Sport and recreational groups
- Ethnic and cultural organizations
- Religious organizations
- Personal papers
- Business archives
- Education and school records from private collections (i.e. those that do not fall under the jurisdiction of Archives New Zealand).

Donations to the archive repository will be appraised for their long-term historical, evidential and/or informational value. Items not required will be returned to the donor or disposed of in accordance with the terms specified on the applicable *ICLA Community Archives Donation Agreement*. ICLA retains the right to re-appraise collections and remove items previously accepted into the collection. De-accessioned items will be disposed of in accordance with the terms specified on the applicable *Donation Agreement*.

Once material has been donated it will not be loaned out of the ICLA building without the express permission of the Archivist. At the discretion of the Archivist material may be loaned back to the donor or to an approved archive, library, museum or gallery.

Southland Oral History Project

Refer to Appendix One for details.

Transfers from other collecting institutions such as archives, museums and libraries

- Must fall within the geographic collecting scope of this Archives Collection Development Policy.
- Must have the authority or original donors permission to transfer.
- Details of the original donation to be provided where possible.
- It is at the discretion of the Archivist as to whether an *ICLA Community Archives Donation Agreement* is required or if alternative documentation is sufficient.

The purchase, trade, gifting or other acquisition of private records by ICLA or ICC staff

- Must fall within the geographic collecting scope of this Archives Collection Development Policy.
- Details of acquisition method must be provided (i.e. place of purchase).
- An *ICLA Community Archives Donation Agreement* is required.

Local authorities other than the ICC

- Requires the negotiation of a service level agreement with the Archivist and ICLA Manager.
- Final approval for any such agreements rests with the ICC Works and Services Director and the ICC CEO.

Public offices as defined by the Public Records Act 2005

- Must fall within the geographic collecting scope of this Archives Collection Development Policy.
- Must have reasonable research value for the Southland Community.
- Requires the approval of Archives New Zealand under an Approved Repository Agreement.

Refer to Appendix Two for details.

Digital Records: born-digital and digitised

The acquisition of digital records will be on a case-by-case basis, taking into consideration the size and quality of the records and our ability to manage and maintain these records.

Relationship with Māori

In addition to the principles of the Treaty of Waitangi, ICLA acknowledge the special spiritual relationship Māori

have with their taonga (treasures). All efforts will be made, through consultation with the donors and/or the Library Kaumatua, to ensure that records relating to Māori are cared for and accessed appropriately. The same respect and consideration is also given to non-Māori archives.

Copyright

Copyright remains with the rights holder until it is no longer applicable. ICLA will provide reproductions 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.

For preservation purposes ICLA does allow researchers to take digital reproductions of records as this method generally causes less stress and damage to the record. All terms and conditions set out in The Copyright Act 1994 still apply to these digital reproductions.

Please see the *Archives Copying Policy* for further details.

Public Access

It is the aim of ICLA to provide open public access to its archival collections. Some records however may require temporary restrictions on public access due to sensitive information or to protect personal privacy. Unless otherwise stated, records transferred to ICLA are considered to be open to public access. Any access conditions or restrictions need to be agreed to by both the Donor and the Archivist. The procedure for requesting special permission to access restricted records is outlined in the applicable Access Policies.

- Access restrictions on community and private donations will be in accordance with the *ICLA Community Archives Access Policy*.
- Access restrictions on ICC archives will be in accordance with the *ICC Local Authority Archives Access Policy*.
- All other donations or deposits will outline access restrictions in their individual deposit or service level agreements.

Access to physical records may also be restricted by the Archivist due to preservation concerns. At the discretion of the Archivist, digital or alternative hard-copies may be created to enable public access.

Acquisition and Appraisal

In the event that the records being offered to ICLA do not fall within this Archives Collection Development Policy, all attempts will be made to refer the donor on to the appropriate institution. ICLA will not knowingly attempt to acquire material that falls within the collecting policy of another archival institution.

Final decisions on acquisition and appraisal rest with the Archivist.

Queries regarding these decisions can be directed to the ICLA Manager.

PROCEDURE

The transfer of Invercargill City Council records to the Archive will be done on a scheduled basis as agreed by the Archivist and Invercargill City Council Records Staff

- Accessions from ICC departments will be recorded on a designated accession form and filed on the ICC Electronic Document and Records Management System (EDRMS).
- Appraisal will be guided by the *ALGIM IM Toolkit Retention and Disposal Schedule* and recorded on the Accession Form.
- ICC archives will be arranged and described in accordance with archival principles.
- Access to ICC Archives is in accordance with the *ICC Local Authority Archives Access Policy*.

Community and private archives accepted for acquisition

- Donations will be recorded on an *ICLA Community Archive Donation Agreement* and filed in the ICC EDRMS.
- The contents of the donation will be recorded in the designated ICLA archives collection management system.
- Appraisal will be guided by the *ICLA Community Archives Appraisal Policy*.
- Access will be in accordance with the *ICLA Community Archives Access Policy*.
- Records that are deposited with ICLA rather than donated will be managed on a case-by-case basis in

accordance with individual deposit agreements.

Southland Oral History Project records

Refer to Appendix One for details

Local Authorities other than ICC

Transfer procedure will be in accordance with the individual service level agreement.

Public Records

Refer to Appendix Two for details.

EXCEPTIONS AND COMPLIANCE

From time to time the de-accessioning of items from the archive collections may be required. The re-appraisal of community or private items will be guided by the *ICLA Community Archives Appraisal Policy*. De-accessioned items will be disposed of in accordance with the conditions of the associated Donation Agreement.

Deviations from this Collection Development Policy are at the discretion of the Archivist in consultation with the ICLA Manager.

Monitoring:	
Revision History:	
Effective Date:	June 2017
Review Period:	Every 5 years or sooner if required
Associated Documents / References:	ALGIM IM Toolkit Retention and Disposal Schedule Continuum Recordkeeping Standards and Guidelines ICC Local Authority Archives Access Policy ICLA Community Access Policy ICLA Community Appraisal Policy ICLA Community Donation Agreement List of Protected Records for Local Authorities Public Records Act 2005