1. POLICY OBJECTIVE

The role of the Local History Collection is to provide research materials relating to the history of Whyalla and surrounding areas. Such materials will be relevant to the social, physical, economical and political heritage of Whyalla.

2. SCOPE

To provide a research collection of current and retrospective material in various formats relating to Whyalla and surrounding districts.

To promote the study and promotion of local history and family history within Whyalla.

To actively engage in the systematic selection of research materials.

To preserve historical items for posterity.

To record the ongoing developments and activities of Whyalla.

3. RISK MANAGEMENT

Risk Management is an important obligation the Whyalla City Council takes very seriously and pro-actively manages.

In the delivery of the library service, the Whyalla City Council is very aware that there may be risks that its employees, the Community and Stakeholders may be exposed to in relation to the library.

The Council has a Risk Management Policy and a number of current and procedures as well as a Risk Management Framework all of which are available for viewing.

In the delivery of this work, all employees, volunteers and patrons are encouraged to consider applicable perceived risks and, if necessary, communicate these to the supervisor if in doubt prior to the commencement of use of the library.

4. POLICY STATEMENT

To select materials as objectively as possible.

Materials include published books and magazines, newspapers, published and unpublished reports, photographs, maps, pamphlets and other items relating to Whyalla and surrounding areas.
Receive donations of materials from Whyalla residents and others.

Ensure that the local history donation form is signed where appropriate.

Purchase published material relevant to Whyalla.

Purchase published material by Whyalla authors.

Ensure that material is accessible to public access.

The selection of material for the Local History Collection will be made by the designated library staff member for the Collection, under the responsibility and guidance of the City Librarian.

Material collected will include:

**Published Works**

This Collection will include works which:

- deals with any aspect of Whyalla
- relate to adjacent areas and their historical connection to Whyalla (e.g. Iron Knob
- are written by authors living in Whyalla
- are State or Federal Government reports concerning Whyalla
- represent business/group reports
- are directories
- are bibliographies
- are local family histories
- are produced by Council
- are produced by Council bodies or bodies wholly or partly financed by Council.

**Periodicals**

- Whyalla News in hard copy bound issues, on microfilm/fiche, or in any machine readable form
- Steel City Times
- BHP review
- community groups and school newsletters

**Pictorial Materials**

- photographs
- videos
- films
- slides
- where possible negatives and prints should be made of original photographs
- all items must depict people, places and events relating to Whyalla
• a digitised format will be produced for inclusion on online systems

Unpublished Material

• collection of unpublished letters
• diaries (or extracts)
• oral histories
• personal research notes
• manuscripts relating to Whyalla or a resident
• thesis

Documents

A representative collection of:

• pamphlets;
• leaflets;
• postcards;
• minutes; and
• any other item deemed of importance

Maps/Plans

• published and unpublished maps
• survey plans
• land subdivision
• aerial photographs

Oral History

Oral histories relating to:

• local area
• persons

Genealogy

Materials collected will be minimal and in consultation with the local Family History Group so that material is not duplicated.

Materials not collected include:
– Council records – these records at present are the responsibility of the Corporation of the City of Whyalla, and as such are not the responsibility of the library.
– Photocopies – photocopies are not included, except where the library has photocopied original copyright material too fragile to be handled, or where the library is given the right to photocopy original material owned by a resident.
– Artifacts – items will be referred to the Maritime Museum or the National Trust.
Methods of Collecting Material

- Purchase – within budget.
- Donation – donors are required to read and sign an agreement form which addresses copyright, access and reproduction of material issues.
- Creation – publications, e.g. booklets.

Method of Disposal of Material

The Whyalla Public Library reserves the right to dispose of materials.

Access to the Collection

Most of the Local History Collection material is not for loan but may be used in the library.

Irreplaceable or rare materials are not for general access, however, where possible copies of these materials will be created for public use.

Duplicate copies of popular material will also be held in the general library collection where possible and available for borrowing.

5. DOCUMENTATION

Appendix 1 – Whyalla Public Library Service Donation Form

6. RESPONSIBLE PERSON

City Librarian
Group Manager Corporate Services

7. AUTHORITY

Reviewed by Management and Staff: July 2009

8. HISTORY

Nil
WHYALLA PUBLIC LIBRARY SERVICE

DONATION FORM

I/We ...........................................................................................................................................................................

Of (Address) ................................................................................................................................................................

........................................................................................................ Post Code ..........................................................

Telephone Number ..........................................................................................................................................................

So far as I/We have the legal power to do so, hereby:

Give to the Whyalla Public Library Service
Make available to the Whyalla Public Library Service for copying
(Strike out whichever of the above is not applicable.)

Description of Items ..................................................................................................................................................

..................................................................................................................................................................................

The Whyalla Public Library Service accepts custody of the above items / copies subject to the following conditions:

1. The items may be inspected and read in the library by library patrons.
2. The library may supply copies for research and study.
3. The library may permit publication of the items in such a manner and form as it may decide.
4. Any copyright owned by me/us in the items donated shall rest in the Library on .......... (date) / my death. (Strike out whichever does not apply.)

I have had the form explained to me and understand and accept the above conditions.

Owner (1) .............................................................. Signed ................................. Date .................

(2) .............................................................. Signed ................................. Date .................

Local History Officer .............................................. Signed ................................. Date .................

Witness .................................................................. Signed ................................. Date .................