



HISTORY SERVICE MANAGEMENT AND COLLECTION DEVELOPMENT POLICY

<i>Responsible Officer/s</i>	Personal Assistant to the Director of Commercial and Community Services Director of Commercial and Community Services Library Information Manager
<i>Relevant Legislation / Documents</i>	
<i>Adopted</i>	19 August 2022
<i>Reviewed</i>	
<i>Next Review</i>	August 2024

A. Mission Statement

To actively collect, preserve, conserve, organise, interpret and where possible, make accessible, material relevant to the history of the local area within the District Council of Loxton Waikerie.

Aims

The aims of the History Service are:

- To provide a place where printed materials, photographs, film and audio recordings, publications and other objects (hard copy and digital) which have significance to the history and heritage of the Loxton Waikerie district can be collected, catalogued, studied, preserved and displayed.
- To encourage the study, collection, preservation and exhibition of both historical and significant contemporary objects (principally printed materials) pertaining particularly to Loxton Waikerie.
- To make available these materials and objects to the public for study, education and enjoyment.
- To inform and educate the public of our economic, social, cultural and environmental history and heritage.
- To cooperate with like organisations in activities which promote history and/or heritage to our mutual benefit.

Code of Ethics

The District Council of Loxton Waikerie staff are bound by a code of ethics relating to their conduct and responsibilities.

The published code of ethics relevant to the collection management responsibilities is the International Council of Museums (ICOM) Code of Ethics (2017) while the Museums Australia (MA) Code of Ethics for Art, History and Science Museums (1999) is currently being reviewed.

Those sections of the International Council of Museums (ICOM Code of Ethics that District Council of Loxton Waikerie should follow pertain to acquisitions to museum collections, the display of collections, and the disposal of collections. There is also a section on professional conduct that details principles, to the collection, the public, the employing authority and to colleagues.

B. Staffing

The History Service is currently managed by the Library Information Manager with the assistance of the History Officer.

Volunteers are invaluable to the provision of the history service assisting with collecting, research, documenting, displaying and organisation of the collection items.

C. Scope

The History Service includes:

- Local history, collection management, conservation, exhibition development and research.
- Curation and interpretation of the non-museum-based collection including textiles, documents, maps, ephemera, photographs, wood, metal, glass and other artefacts.

Role of the History Service

The history service will serve as a repository and custodian for the material and artefacts in the collection. It will also act to interpret, disseminate and where possible, make accessible, the collections for the benefit of both the local and wider community.

In order to fulfil this role the service will:

- Develop and maintain policy documentation to ensure the optimum care and maintenance of the collection
- Provide education and public information programs
- Restore vulnerable and endangered material to archival standards including the engagement of professional conservators as appropriate and within the constraints of the budget.
- Provide appropriate archival, storage and display environments
- Develop networks and partnerships with internal and external parties
- Undertake research and documenting of the regions history
- Undertaking research for internal and external parties
- Train staff and volunteers

- Supporting the Library's role as an information provider by meeting the local history information needs of the community as an integral part of the library service
- Actively source grant and other funding to augment the Library budget allocation particularly with regard to conservation treatments, exhibition development and other major, one off projects.

The collection is unique and in many cases, irreplaceable. The service must appropriately manage the dual conflicting needs of preservation and access. Steps to achieve this are outlined at **F. Access and N. Preservation.**

Guiding Principles

- To actively collect, within the parameters of the collection policy, material relevant to the geographic location now known as the District Council of Loxton Waikerie.
- To maintain the collection to a high standard in accordance with the History Service Management and Collection Development Policy guided by principles of best practice in museology, archives and conservation.
- To increase community knowledge of and appreciation for local history
- To provide exhibitions, public programs, publications and information services
- To provide high standard research facilities for local history
- To provide high standard research facilities for family history
- To promote the regions history locally and to the wider audience (state-wide, nationally and internationally)
- To make the service as accessible as possible within staffing and budget constraints
- Provide appropriate storage and display facilities
- To work cooperatively with other persons/groups/agencies/ departments and others with a vested interest in the history of the area.
- Participate in and contribute to Heritage Studies as appropriate
- To promote the significance of the collection within Council to ensure appropriate funding
- Seek grant funding to augment funding available from Council for purposes of collection care (eg professional conservation work, archival material etc), exhibition development, publication, promotion etc.

D. Purpose of this Policy

- Provide guidelines for the selection of material
- Positioning the collection and the service in the context of the Library and History Service
- Define the purpose and scope of the service and collection for the benefit of:
 - Elected members
 - Council staff
 - The community, local, national and international

E. Clientele

Clientele served by the History Service includes all residents of the District Council of Loxton Waikerie and the wider community.

Access to the collection, through a variety of mediums, will be available to:

- Students/researchers (all ages)
- Council staff undertaking research
- Genealogical researchers
- Others

F. Access

- Long term preservation of the collection will be the guiding principle governing access.
- Direct access will be restricted where such access would jeopardise the collection. In such cases, where possible, duplicates, most commonly digital, will be made available.
- In some instances, the wearing of gloves and access under supervision may enable access to items that are not generally available for public access. This decision will be made by the responsible officer.
- Much of the Local History collection is original requiring restricted access. Material will be loaned in exceptional circumstances and to assessed borrowers. Appropriate documentation must be completed.
- The Libraries SA One Card online catalogue will provide inquiry level access to the collection.
- All published works will be classified by the Dewey Decimal Classification System to enable access through the Library Management System.
- Staff will answer brief reference questions. Fees will apply for extended research questions. (Refer to fee schedule in Appendix page 18)
- Research queries submitted electronically via the Council's website will be treated in the same manner as all other research queries. The same fees and charges apply.
- Referral to other collections or organisations may be appropriate.
- Researchers requiring copies of local history materials must be informed of copyright restrictions. The onus is on the researcher to obtain copyright permission as per the Copyright Act, 1968. Proof of permission must be shown, copied and kept on record. If ownership is unable to be determined the researcher must complete a form claiming that they have been unsuccessful in tracing the owner of copyright.

Researchers wishing to reproduce local history items for publication, which are owned by the District Council of Loxton Waikerie will be required to complete a Request for Permission to Publish Form (Page 20). A reproduction and office fee may be payable (Fee and Charges Page 18).

G. Fees and Charges

Copies of material from the History Collection can be obtained providing there are no copyright or other restrictions. (See Fees and Charges Page 18).

Note: Fees are set by Council under the advice of the History Service. Council Fees and Charges are reviewed annually.

H. Budget

The Library Information Manager is responsible for the management of the Historical Services Budget and for reporting to management as required.

The Library Information Manager is responsible for sourcing, applying for, expending and acquitting grant monies relevant to the service.

I. Outreach

The History Service will work towards providing outreach programmes, promoting the service and providing community education.

J. Criteria for Selection

Acquisition of Materials

The Library Information Manager is responsible for the management of both the Local and Family History Services including all aspects of material selection. Responsibility may be delegated as determined by the Library Information Manager.

Acquisitions to the collection are based on the following criteria;

- Provenance – associated documentation and knowledge of the item including ownership, manufacture, history, date/s, usage etc
- Condition – conservation and storage requirements of an item will be taken into account. Severely damaged items will not normally be collected
- Duplication – the significance and condition of an item may justify duplication of items although duplication, without valid justification, is to be avoided.
- Reproduction of items may be collected for information, displays, education or other purposes within the constraints of available storage and need
- Storage – acceptance of items is subject to storage availability, secure from risk of theft and environmental deterioration.

Suggestions from staff and the public are welcome.

Local History

The majority of material acquired for the Local History Collection will be by donation. Some

acquisitions, particularly local history publications, will be purchased.

Promotional and archival material will be purchased.

Materials may also be created in a variety of ways by History Services eg: photographic projects or oral history recordings. Priority will be given to strengthening weak areas of the collection.

Local History Criteria

- Material will be collected which contributes to an understanding of the physical area currently known as the District Council of Loxton Waikerie. This could include material from outside the geographic location.
- Material collected will cover pre-European settlement to the present. Contemporary material collected for the future will fulfil selection criteria requirements.
- With regard to Indigenous history, all appropriate cultural protocols will be respected.
- Collection of Indigenous artefacts will not be a priority as other collecting agencies are better suited to collect this cultural material.
- Themes within the collection will include, but not be restricted to: domestic life, working life, religious life, social life, education, agriculture, community development, industry, business and trade, military service, local families and identities.
- Only items where legal title can be demonstrated, and relevant ethical considerations have been taken into account will be accepted.
- Authority of the author and avoidance of bias will be weighed in selecting resources however, the nature of local history documentation means that often material is written from a specific perspective by individuals who may not have any experience in research or writing.

Family History Collection

- General resources providing instruction in undertaking Family History.
- Resources covering the emigration of families to Australia and settlement in the Loxton Waikerie district will have prominence as this represents the most frequently requested areas at this time. This position should be reviewed annually.
- Resources covering other areas will be acquired as relevant.
- Authority of the author and avoidance of bias will be weighed in selecting resources however, the nature of family history documentation means that often material is written from a specific perspective by individuals who may not have any experience in research or writing.

Donations

- Donations are welcome which meet the above selection criteria and are offered unconditionally. The Library Information Manager is responsible for assessing all donations.

- All accepted donations become a part of the collection and therefore the property of the District Council of Loxton Waikerie
- Donors of accepted material are required to sign an agreement/authorisation form which addresses issues of access, reproduction, copyright and transfer of the item to the collection endowing ownership to the Council.
- Long term loans will not be accepted. Short term loans will only be accepted for specific purposes such as for exhibition or research.
- The History Service reserves the right to de-accession donations at any time in line with the general History Service de-accession policy. See also section N. De-accession & Weeding.
- Where local history material offered falls outside the District Council of Loxton Waikerie, staff will recommend a more appropriate repository.

Copying

Material offered for copying/scanning rather than donation will only be copied under the following considerations

- Proof of ownership is shown
- Copying the material is the only means of obtaining important historical information
- Is subject to funding and physical ability to copy the material
- The owner provides written permission for the material to be publicly accessible.
- Copying does not infringe copyright.
- Photography of material is allowed on items that for preservation reasons cannot be photocopied or scanned.

Censorship

Materials prohibited by law will not be considered for inclusion in the collection.

Community Representativeness

The History Service will endeavour to provide a balanced, inclusive collection reflecting all members and groups within the community, avoiding (where appropriate) a Eurocentric representation of local history. However, this is dependent entirely upon access to information and the service can only collect heritage material made available to it. For this reason, there may be gaps in the collection which are outside the Service's control.

K. Material

The following formats will be collected;

Books

A core collection of books covering South Australian and Australian history will be compiled. In addition, books will be collected which are uniquely relevant to the history of Loxton Waikerie including:

- Bibliographies
- Directories
- Theses
- Gazetteers
- Street directories
- Phone books
- Published sketchbooks
- Census data
- Electoral rolls
- Books published about the Loxton Waikerie district
- Books about local identities
- Family Histories
- Books by local authors
- Publications by groups or businesses who have operated in the local area
- Books and other material published by the District Council of Loxton Waikerie

Selected generic books on local history, family history and museum practice will be collected.

Newspapers

Relevant Murray Pioneer, Loxton News, River News and other local news publication articles will be scanned and retained in a digital format.

Articles about the Loxton Waikerie district sourced from state and national newspapers will be added to the archival collection.

Ephemera

Ephemeral material including, but not restricted to, brochures, posters, calendars, invitations, menus etc, where they represent a significant part of the regions story will be collected.

Manuscript Materials

Handwritten, typed, non-published material will be collected including journals, day books, diaries and reminiscences, letters, copies of individual documents, original music scores, hand drawn maps, architectural drawings, charts, transcribed oral histories and other manuscript material.

Serials

Journals, newsletters, bulletins, annual reports of local organisations (such as schools and hospitals) and other regularly generated material produced by local industries, groups and businesses will be collected subject to:

- Storage and archival considerations
- Is the material collected elsewhere by the organisation itself, a parent body or some other repository?
- Contribution to the local story.

Visual Material

Collection of visual material includes photographs, films, digital media, paper-based prints, microfiche, negatives, slides, transparencies, posters etc.

Sound and Audio-Visual Material

Sound and Visual recordings will be collected irrespective of format. Attempts will be made to have the relevant equipment for viewing and listening.

Cartographic Material

Maps or plans originating from state and local government departments, private agencies or persons.

Plans may include sub-divisions, architectural and engineering plans, aerial photographs, land surveys and deposited plans.

Maps and plans will only be collected where substantial collections do not already exist with other agencies and where reasonable public access is available.

Microforms

Microforms will be collected only if no other forms are available and requests for access would merit the expense.

Personal/Family Papers

Photographs, diaries, letters and personal memorabilia (hard-copy or digital) of long term and/or significant local identities will be collected provided all accompanying paperwork with regard to ownership, proof of ownership, copyright and donation, where applicable, have been completed.

Artefacts

Artefacts of significance will be collected in line with Item J – Criteria for Selection

Council Archives

Legal requirement stipulates that local government records of archival value are sent to State Archives. This is the responsibility of Council's Record Management Department.

Duplicates of material may be retained by the History Service such as:

- Annual Reports
- Reports
- Policy Statements
- Newsletters, brochures, pamphlets
- Visitor Books
- Other

Genealogical Research Tools

Genealogical material includes information in a variety of formats which supports Family History Research. Where, for the purposes of Family History research, requests are made to access material from the Local History collection the criteria established in 6. Access policies will apply. Currently the Library Service provides Ancestry an, online family history databases for use by customers within the library.

L. Organisation of Material

All material must be catalogued, classified or indexed to provide for efficient access. The SA Libraries One Card online public access catalogue (OPAC) will provide access at inquiry level to materials held in the collection.

Archival principles and practices will be applied to all local history material as appropriate.

All oral history recordings should be accompanied by a completed copyright form (see Appendix).

Optimum access to the photographic collection through digitisation will be a priority. Digitisation will enable public access to the photographs via the SA Libraries One Card catalogue.

M. Limitations

Title

Items will not be accepted unless the Library Information Manager is satisfied that the Loxton Waikerie History Service is acquiring valid title to the object and that there is no contravention of regulations under the:

South Australian Heritage Places Act 1993

Size

Large items need to meet collecting criteria (Item J.) and may not be collected due to storage limitations. Referral to suitable alternatives will be offered where possible.

Best Practice

The following practices will be undertaken to fulfil this function:

- Provision of an appropriate environment conducive to the long-term preservation of vulnerable materials. This includes the premises and the immediate environment in which materials are stored eg acid free boxes to provide buffering from the external environment.
- Physical premises must be secure, dry, well ventilated and free from risk of flooding, water damage, fire, insects, mould and fungus.
- Regular inspections to monitor the condition of the collection.
- Development of a regular housekeeping strategy.
- Training of staff and volunteers (where appropriate) in appropriate handling
- Where possible, copies of originals (digitised) will be made available to enable optimum access whilst safe-guarding vulnerable originals
- Materials requiring extensive conservation work and other materials of a specialist nature, such as textiles, will be referred to appropriate consultants.
- Monitoring of temperature and relative humidity with action taken to rectify as appropriate.
- Originals may be kept separate to the rest of the collection and in lockable premises with restricted access
- No food or drink to be consumed whilst accessing, or in the vicinity of, originals
- Application of an Integrated Pest Management Strategy
- Development and regular review of a Disaster Preparedness Policy.

Labelling of Objects

- Museology best practice requires that any action taken with an artefact, wherever possible, be reversible. Labelling of collection items will be kept to a minimum and, where possible, adhere to the principle of reversibility.
- Do not use sticky tapes, masking tape or adhesive labels
- Do not use staples, pins or glues
- Do not write directly onto an object with the exception of documents

Documents

- Use a soft pencil and press softly. Do not use ink
- Write number on reverse of document, in a discreet and appropriate place
- Try to be consistent for all documents, e.g. top right-hand corner
- Place in appropriate archival storage material.

Books

- Use a soft pencil and press softly. Do not use ink
- Write number on back page, in a discreet and appropriate place
- Try to be consistent for all books, e.g. bottom right-hand corner
- Place in appropriate archival storage

Wood, metal, glass and ceramic objects

Use varnish and ink method as follows:

- Write number on back, side or at base, depending on the shape of the object, in a discreet and appropriate place
- Place a layer of nail polish, long enough to cover the number, with a small brush. Let dry.
- Write number on nail polish with a permanent marker (black ink, water and light resistant) and let dry
- Lay down another layer of polish over permanent marker. Let dry
- If the number needs to be removed use nail polish remover, applying with a good quality cotton bud.

Textiles and costume

- Write number on piece of cotton tape with black permanent ink and let dry
- Sew with a couple of loose stitches at either end of tape, to a discreet place on reverse if it is a flat textile or at the neck, shoulder or waist seam

Small items

- Do not attempt to apply number to object
- Attach ID tag only, or place object inside an archival storage bag or box with ID tag attached
- Indicate on record sheet that it is too small for application of number. Ensure the record sheet has a comprehensive description including any identifying features and accompanying photograph.

N. De-accessioning and Weeding

The History Service reserves the right to dispose of material in the collection. The following guidelines and requirements will apply:

- The Library Information Manager is responsible for weeding and de-accessioning. Such actions will only take place where items no longer meet the selection criteria.
- Donated items will first be offered back to the donor or donor's family.
- If this is declined, or the item was acquired through means other than donation, the item will be offered on a gift or exchange basis to another collecting organisation. For

photographs, documents and monographs, the offer will usually be first made to the State Library of South Australia.

- All de-accessions will be recorded in a de-accession register.
- Weeding of the non-heritage monograph/map collection will be conducted according to library policy.
- In the event of the collection being disbanded, local history material must be offered to the State Library of South Australia or, secondly, to another collecting institution.

O. Staff

History staff should be selected with appropriate qualifications, skills, experience and interest in local history. Ongoing professional development will be required and a willingness to gain local knowledge.

Induction of staff will be in accord with the District Council of Loxton Waikerie Induction Policy. Specific induction in the History Service will be necessary.

P. Review of Policy

This document will be reviewed on a regular basis/whenever deemed necessary by the Historical Collections Working Group or Council staff, and provided to Council for endorsement.

Q. Document History and Version Control

Date	Version	Authorisation; Council/ Working Group/ Senior Management Team	Amendment details
	1.0		First Version

R. Appendices

- Glossary (p 14)
- Fees & Charges (p 18)
- Forms
 - Research Form (p 19)
 - Permission to Publish Request (p 20)
 - Donation Form (p 22)
 - Reproduction Request Form (p 26)
 - Conditions of Use Form for Oral History Interviews (p 27)
 - Outward Loan Agreement Form (p 28)
 - List of Outward Loan Material (p 31)
 - Inward Loan Agreement Form (p 32)
 - List of Inward Loan material (p 34)
 - Bequest Wording (p 36)
 - Deaccession Form (p 37)
 - Condition Report (p 38)
 - Movement Record Sheet (p 41)

Glossary

Accept

To formally receive legal and physical custody of an item (usually a donation) for the purposes of accessioning into the collection and as documented by an exchange of appropriate paperwork.

Accession

The process of registering and cataloguing an item into the collection.

Acquire

To obtain legal possession of an item into the collection.

Acquisitions

The process of obtaining legal possession of an item for accessioning into the collection. Acquisition can be by donation, purchase and bequest.

Acquisition committee

The body responsible for ensuring that the acquisition policy is adhered to.

Bequest

The acquisition of items after the death of an individual as a result of a direction in that individual's will.

Cataloguing

The process whereby all known relevant information about an object and its physical dimension are recorded and filed.

Classification

The method or result of ordering, defining or placing into classes the material or natural world.

Collect

The act of acquiring items for accessioning into the collection.

Collection

The body of acquired objects held in title.

Collection management

All philosophies, practices and procedures for acquiring, documenting, handling, storing, securing and disposing of objects.

Conservation

The process by which objects are treated in order to conserve, preserve, protect or maintain integrity according to strict principles.

Deaccession

The process by which object collection are deregistered, other documentation appropriately amended and the item made ready for disposal (also referred to as 'weeding').

Display

To present object, ideas and the like to visitors, or a unit of an exhibition.

Documentation

The process of acquiring an item whereby a donor gives the item to the museum.

Donation

An item that is given to the museum without encumbrances.

Ephemera

Items of a transient nature and low value that are expected to have a brief currency. They are usually printed or manufactured in quantity for a specific event or activity and are intended neither to survive the topicality of that event or activity nor to survive as original records.

Ethnic

Of or relating to a human group having racial, religious and linguistic characteristics in common.

Exhibition

A means of communication by the material expression of a theme or story organised through presentation of objects, words, interactive units, images, audio visual techniques and the like.

Facsimile

An exact copy of an item.

Historical significance

Any object, site, activity, idea or the like of importance to a museum.

Indigenous

Originating or occurring naturally in a country or area.

Loans

Temporary transfers of collection items from the museum, for stated museum purposes, or purposes approved by the museum. The transfers do not involve a change of ownership.

Local history collection

Consists of comprehensive collection of materials which relate in some way to a particular locality, its people and its development.

Moveable cultural heritage

Any reasonably portable item of notable historic, social, scientific, technological, cultural, or the like.

Museum

A non-profit making, permanent institution in the service of society and of its development, open to the public, and which acquires, conserves, researches, communicates and exhibits s the tangible and intangible heritage of humanity and its environment for the purposes of education, study and enjoyment.

International Council of Museums (ICOM) 2017

Object

A collective term including works of art, artefacts, items, records, information, resources etc.

Object name

A simple, common word for naming an object.

Oral history

A record of information gathered in oral form, usually a tape, as a result of a planned interview.

Preservation

The actions taken to retard deterioration of or prevent damage of objects.

Provenance

The proven or documented place of origin, use, history and ownership of an object.

Published material

Any material produced in multiple copies for the purpose of public distribution, which will therefore include newspapers, government publications, ephemera, maps etc.

Realia

Objects, artefacts, costumes, models etc used in teaching to relate classroom learning to the daily life of people studies.

Reconstruction

The actions taken to recreate, in whole or in part, objects or other cultural material.

Register

- The book, file, computer data base or similar systems where objects are recorded.
- The record of objects of historical significance.
- The process of entering an object into the recording systems.

Registration

The process of entering an object into the recording system by assigning a unique number, physically numbering the object and recording that number in a register.

Replica

A copy, facsimile or reproduction of an item made by the maker of the original or an exact copy of an original item.

Reproduction

A less than exact copy of an item.

Restoration

The actions taken to modify the existing material and structure of objects to represent a known earlier state.

Serials

Publications that are regularly issued.

Stills

A still photograph or film.

Special purpose material

Object-like material which does not meet acquisition criteria but is intended to be used for prop, educational or swap purposes.

Thesaurus

A word list providing standard, consistent terminology for use in describing and cataloguing objects.



Fees & Charges

Item	Fee
Internet	No charge
Computer use	No charge
Photocopy – colour up to A4	\$1.15 per page
Photocopy – B&W up to A4	\$0.35 per page
Photocopy – colour up to A3	\$1.50 per page
Photocopy – B&W up to A3	\$0.55 per page



Research Form

Conditions of Use

I give an understanding that the information I obtain from the District Council of Loxton Waikerie History Service is for my private research and/or study, and will not be used for publication without prior permission in writing from the History Officer.

I understand that there is an administration and research fee for staff undertaking Local History research as listed below:

- **An administration/research fee applies to all searches for each half an hour or part thereof will apply.**
- **If any photocopying is required, relevant copying charges will be applied. (See District Council of Loxton Waikerie Council's Fees and Charges Register)**

I have read and agree to abide by the above.

Full Name (print)

Contact Phone Number

Postal Address

Reasons for enquiry

Description of Material used for Reference Purposes

Date

Signature

Research complete

Payment received



Permission to Publish Request

Name

Organisation.....

Address.....
.....

Telephone.....

Email.....

DETAILS FOR PROPOSED PUBLICATION

For use in: Please tick

Book	<input type="checkbox"/>	Journal	<input type="checkbox"/>	Newspaper	<input type="checkbox"/>	Website	<input type="checkbox"/>
Television	<input type="checkbox"/>	Exhibition/Display	<input type="checkbox"/>	Motion Picture	<input type="checkbox"/>	Thesis	<input type="checkbox"/>
Other - specify	<input type="checkbox"/>		<input type="checkbox"/>	Lecture	<input type="checkbox"/>		

Please complete where applicable

Author.....

Title of work.....

Publisher.....

Date of publication (month & year).....

Intended audience.....

Duration of Exhibition

Declaration

- I agree to pay the publication fee prescribed by the Council.
- I agree not to make further reproductions without the written consent of the History Officer
- I agree to acknowledge the creator and History Service.
- The creator, title(s) and other information are supplied by the Council in good faith; the Council is not liable for any incorrect information supplied.
- I agree to comply by the Copyright Act, 1968 and honour any other conditions as advised by the History Officer.

(Other conditions).....

Signature.....

Date.....

Items Requested

	Item number	Description of item	Format	Fees payable (staff use only)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Staff Use Only

Permission granted

Permission declined

Name and signature of authorised officer

Date

Letter of permission and costing sent (date).....



Donation Form

Donor's Statement – Donation to the District Council of Loxton Waikerie of unpublished materials.*

Please use **BLOCK LETTERS**

I, (owner).....

Donate Item No./sto.....

Item Types

Brief Description.....

.....

.....

To the District Council of Loxton Waikerie History Services

*This form is for use with donation of unpublished materials such as photographs and manuscripts. Published materials are covered by Copyright Law.

I assign non-exclusive copyright and intellectual property (IP) rights to the District Council of Loxton Waikerie for their use and reproduction of this material for display, research, study, education and/or online access (this would not preclude my future use of the materials).

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

Name.....

Address.....

.....

Phone.....

Signed (owner).....

Name & Signature (staff).....

Date.....

Thank you letter sent (date).....

Item No.	Item type	Item description	Date of item	Accepted Y/N
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20				
Item No.	Item type	Item description	Date of item	Accepted Y/N

Item No.	Item type	Item description	Date of item	Accepted Y/N
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Reproduction Request Form

I Of

and contact telephone number Hereby apply to the
History Service for the Loan/Use/Copy of the following items:

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

For the purpose of: (If for publication please use Permission to Publish Form)

.....
.....

(The project) subject to the following terms and conditions.

1. Without the prior written consent of the District Council of Loxton Waikerie, which consent may be given or withheld absolutely or conditionally at the Council's discretion, no further copies or reproductions of the photographs are to be made.
2. The photographs will be used only for the purposes of the Project and for no other purpose whatsoever.
3. I agree to indemnify and hold harmless and keep indemnified and held harmless the library, its servants and agents from and against all actions, claims, demands, losses, damages, costs and expenses for which the History Service, its servants and agents shall or may be or become liable in respect of or arising from use of the photographs.
4. Ownership and intellectual property (IP) rights of the negative/photograph remains with the Council absolutely.
5. The photograph and any agreed reproduction of it will acknowledge the "District Council of Loxton Waikerie History Service Collection".
6. This agreement is not transferable.
7. Any breach or failure to comply with any conditions of this agreement may result in its immediate termination by the History Service..

Client Signature:.....

Staff

Dated



Conditions of Use Form for Oral History Interviews

I.....
assign non-exclusive copyright and intellectual property (IP) rights to the District Council of Loxton Waikerie for the interview recorded (this would not preclude my future use of the recordings).

On.....

By.....

On the understanding that the District Council of Loxton Waikerie History Service will use the interview, or allow others to use it, only on the following conditions:

(Please circle the applicable number)

- 1. No conditions: This interview or copies of this interview may be used for research publication and/or broadcast by other bona fide researchers. I do not wish to be advised of any requests to publish or broadcast this interview or part of this interview.
- 2. Conditions: This interview may be listened to or read for research purposes, but anyone wanting to edit, reproduce, publish, broadcast, transmit, perform or adapt the interview either during my lifetime or before (date)..... must get my written permission first, unless reasonable attempts to contact me are unsuccessful. I understand that the onus is on me to notify the History Service of any changes of my address or contact details.

3. Other conditions:

.....

.....

.....

.....

.....

I understand that I will receive a copy of the tape recording of the interview and transcript for my approval before a final copy is placed in the local history collection.

Signature of person interviewed

.....

Address.....

.....

Phone.....

Signature of interviewer

Date.....



Outward Loan Agreement Form

Borrower:

Address:.....

Email:

Phone:.....

Item/s for loan (including accession no.)

-
-
-
-
-

Purpose of Loan:

Venue: **Period of Loan:**

Transport Arrangements:

AGREEMENT:

The borrower shall, at all times during the period of the loan, agree to:

- Exercise due care with respect to handling the objects
- Insure reasonable environmental conditions and adequate protection against the risk of fire, theft and accident.
- maintain the objects in the same condition as at the time of delivery/collection
- In the case of photographic material, copies will not be reproduced in any way.

Use of Digitally supplied material including photographs:

- digitally supplied material will not be used in any way other than that previously agreed by the designated History Officer.

Borrower (or authorised agent)

On delivery/collection:..... **On return:**

Signature: **Signature:**.....

Date: **Date:**

Office Use - History Officer

On delivery/collection:..... **On return:**

Signature: **Signature:**.....

Date: **Date:**

PERIOD OF LOAN

For short term loans (less than one year)

1.1 The borrower shall only exhibit the loan material at the specified place, for the specified purpose and time.

For long term loans (more than one year)

1.2 The borrower shall only exhibit the loan material at the specified place for the specified purpose. The *Outward loan agreement* shall be renewed on an annual basis.

1.3 The History Service reserves the right to recall the loan material at any time upon reasonable notice to the borrower.

COLLECTION AND RETURN

2.1 The borrower shall make arrangements acceptable to the District Council of Loxton Waikerie History Service for the collection, safe transportation and return of the loan material.

2.2 Unless agreed otherwise all costs associated with the transportation of the loan material shall be met by the borrower.

2.3 The History Service will pack the material prior to the collection by the borrower.

2.4 Upon termination of the loan the borrower shall return loan material packed in the same manner as received or in accordance with arrangements made by or with the approval of the History Service.

2.5 The borrower agrees to return the loan material to the point of collection, unless other arrangements are made with the History Service .

2.6 In the event of damage occurring during transit by carrier the borrower shall forthwith notify the carrier and will retain all packing material until the History Service and the carrier have the opportunity to inspect the loan material, the packing and the damage.

INSURANCE/INDEMNITY

3.1 The borrower undertakes to insure the loan material to the value stated in this Agreement for the duration of the loan period. The loan period includes any time during which the loan material is in the possession of the officers, employees, contractors or agents of the borrower.

3.2 The History Service reserves the right to request evidence of insurance cover (and the right to disapprove of the company insured with).

3.3 If the borrower does not wish to take out insurance cover the History Service will accept as insurance for the loan material an indemnity from the borrower.

3.4 The History Service reserves the right to reassess the value of loan material. Upon notification to the borrower of the reassessed value, the borrower shall ensure that the material is insured for the value as reassessed or agree to indemnify the History Service for the reassessed value.

STANDARD OF CARE

- 4.1 The borrower shall at all times ensure that the loan material is treated with all due care to protect it against loss, damage or deterioration.
- 4.2 The borrower shall at all times protect the loan material from strong light, temperature and humidity fluctuations, vibrations, abrasion, wind draughts, air pollution and moisture. The borrower shall also ensure that this loan material is not handled by members of the public.
- 4.3 Should loss, damage or deterioration occur the borrower shall immediately inform the History Service.
- 4.4 Under no circumstances shall the borrower carry out treatment on loan material.
- 4.5 The borrower undertakes to pay any costs for conservation treatment on loan material which has been damaged or that has deteriorated while on loan to the borrower.
- 4.6 If the loan material is lost or is damaged beyond repair the borrower shall pay the value of the loan material which is agreed as being the value at the time the collection was made or has been subsequently reassessed by the History Service.
- 4.7 The borrower agrees to comply with any request from the District Council of Loxton Waikerie Library for a condition report on the loan material.
- 4.8 The History Servicestaff shall be permitted to access the borrower's premises to examine loan material whenever required.

ACKNOWLEDGMENT

The borrower shall ensure that information in catalogues, labels or publicity material associated with the loan material conforms to the information provided by or approved for use by the History Service and shall always include the following words: *Lent by the History Service*.

PHOTOGRAPHY

- 6.1 The borrower has the permission to photographically reproduce the loan material for the borrower's record purposes, condition reports or for the purpose of exhibition promotion.
- 6.2 The borrower agrees to conform with the History Service's policy on photography by members of the public.



List of Outward Loan Material

Attachment to *Outward Loan Agreement Form*

Loan Agreement Number:

Registration Number	Object Name	Object condition at time of loan	Agreed Value	Object Condition upon return

AGREEMENT TO ABOVE DETAILS

Borrower: Staff:

Date:



Inward Loan Agreement Form

Name of Lender:.....

Address:.....

.....

Email:

Phone:

Item/s for loan (including accession no.)

-
-
-
-
-

Purpose of Loan:

.....

Venue: **Period of Loan:**

Transport Arrangements:

Agreement

I have read and agree to the condition of this *Inward Loan Agreement* and certify that I have full authority to enter into this Agreement. I give/do not give permission to History Service to photograph, copy or scan the object(s) for publication, research and publicity.

Lender (or authorized agent):

.....

Staff Officer: Date:

Return of Items

I certify that the object(s) on the attached list has/have been returned to me in acceptable condition.

Lender (or authorized agent):

Staff Officer: Date:

CONDITIONS GOVERNING INWARD LOANS TO THE HISTORY SERVICE

PERIOD OF LOAN

For changing exhibitions or short term loans.

1.1 The period of loan shall be for the duration of the exhibition or other specified purpose and for a reasonable period prior and subsequent to the exhibition, or other specified purpose, to allow collection, installation and return of the object(s).

For long term loans (more than one year)

1.2 The period of loan shall be on annual renewable basis, unless agreed otherwise.

1.3 Prior to the expiry of the period of loan, the History Service may return the object(s) to the lender, giving three calendar months prior notice.

1.4 The lender may temporarily remove an object during the term of the loan with the prior written consent of the History Service . This consent may be granted or withheld at the discretion of the History Service. During such period, the History Service will have no obligations or duty of care in relation to the object(s).

COLLECTION OF OBJECT(S)

2.1 The object(s) shall be delivered to and collected from the History Service, by the lender, unless agreed otherwise.

2.2 The History Service shall not be responsible for any loss or damage to the (object(s) left uncollected by the lender 30 days after the expiry date of the loan and may dispose of the object(s) pursuant to the provisions of the *Unclaimed Goods Act 1987*.

INSURANCE

3.1 The History Service is insured under the Council Insurance Policy.

STANDARD OF CARE

4.1 The History Service shall at all times during the period of loan exercise all due care and diligence with respect to the handling and installation of the object(s). This includes ensuring reasonable environmental conditions and adequate protection against the risk of fire, theft and accident.

4.2 If the History Service considers the object(s) to be in need of conservation treatment during the period of loan, then after agreement with the lender, such work may be carried out, the cost being accounted to the District Council of Loxton Waikerie.

4.3 The History Service accepts responsibility for maintaining the object(s) in a condition similar to the object(s) condition at the time of delivery. The History Service shall not be liable for any damage or deterioration of an object(s) which wholly or partly caused by:

i) structural defects

ii) natural deterioration on non-durable materials in the object(s)

iii) the manner in which the lender or any other person may have maintained that object(s) prior to the date of delivery.

4.4 The History Service shall return the object(s) to the lender in the same mounted or not mounted condition as at time of delivery, unless agreed otherwise.

DISPLAY

The History Service shall determine the manner of display of the object(s) and the period of time during which the object(s) is displayed.

REPRODUCTION

The lender agrees that the object(s) may be reproduced or portrayed by the History Service by means of film, video, photographs or otherwise for the following purposes only: exhibition catalogue, media reviews, exhibition publicity, research files, media promotion or publicity material.

ACKNOWLEDGMENT

The History Service agrees to acknowledge the lender by name, or as stated on page 1 of this agreement in the exhibition and in any catalogue which may be printed. No addresses or advertising material will be included in the exhibition label/catalogue (special sponsorship agreements withstanding).

VIEWING OF OBJECTS BY LENDER

The lender shall be entitled free of charge to view and inspect an object(s) at any time during normal hours of opening whilst that object(s) is on public display. When an object(s) is not on public display the lender shall be entitled to view and inspect that object(s) at a mutually agreed time.

AGREED VALUE

9.1 The parties acknowledge that at the date of this agreement the agreed value of each object is as specified on page 3 of the *Inward Loan Agreement*.

9.2 The agreed value may be varied from time to time by mutual agreement of the parties.



List of Inward Loan Material

Attachment to *Inward Loan Agreement*

Loan Agreement Number:.....

The object(s) listed below has been received.

Object Name	Object condition at time of delivery	Agreed Value	Date of receipt	Date of return

AGREEMENT TO ABOVE DETAILS

Lender:

Library Officer: Date:



Bequest Wording

The following words are suggested as the format for the inclusion in an individual's will.

I

give, devise and bequeath.....

.....

.....

to the District Council of Loxton Waikerie and I declare that the receipt of History Officer shall be full and sufficient discharge to my trustee/s for the said gift, devise or bequest and that my trustee/s shall not be bound to see to the application thereof.



Deaccession Form

Registration Number:

Date of Accession: Date of deaccession:

Object name:

Donor/vendor:.....

Purchase price: Purchase date:

Market value: Valuation date:

Date of Manufacture:..... Date of use:

Size:

Materials:

-
-
-

Condition:

Reasons for Deaccession:

Detailed reasons/explanation on these criteria

.....

.....

.....

Method of disposal:

.....

AUTHORISATION

Name: Signature:

Date: Position:



Condition Report

CONSERVATION PRIORITY

- Urgent
- Moderate
- Low
- Storage Container Required
- Support Required

IMMEDIATE TREATMENT

- Brush vacuumed
- Wrapped in Acid Free Tissue

NOTES/DIAGRAM

Condition Report

ACCESSION NUMBER:	LOCATION:	DATE:	COMPLETED BY:
OBJECT TYPE:	MANUFACTURER/DATE:	DIMENSIONS:	

MATERIALS <input type="checkbox"/> Ferrous Alloy <input type="checkbox"/> Copper Alloy <input type="checkbox"/> Lead Alloy <input type="checkbox"/> Other	<input type="checkbox"/> Timber	<input type="checkbox"/> Paper <input type="checkbox"/> Textile <input type="checkbox"/> Other.....	<input type="checkbox"/> Rubber..... <input type="checkbox"/> Plastic.....	<input type="checkbox"/> Ceramic <input type="checkbox"/> Glass <input type="checkbox"/> Stone	<input type="checkbox"/> Paint <input type="checkbox"/> Varnish <input type="checkbox"/> Other
CONDITION <input type="checkbox"/> Old Cleaning Material <input type="checkbox"/> Pitted <input type="checkbox"/> Cracked <input type="checkbox"/> Loss <input type="checkbox"/> Exfoliation <input type="checkbox"/> Bent/Distorted <input type="checkbox"/> Abraded/Scratched <input type="checkbox"/> Corrosion (1=light,2=medium,3=heavy) <input type="checkbox"/> Red/Brown <input type="checkbox"/> Orange <input type="checkbox"/> Brown <input type="checkbox"/> Green <input type="checkbox"/> White <input type="checkbox"/> Black	<input type="checkbox"/> Split <input type="checkbox"/> Cracked <input type="checkbox"/> Loss <input type="checkbox"/> Distorted <input type="checkbox"/> Abraded/Scratched <input type="checkbox"/> Lifting/Splintered <input type="checkbox"/> Friable <input type="checkbox"/> Discolouration <input type="checkbox"/> Faded <input type="checkbox"/> Insect Activity <input type="checkbox"/> Mould <input type="checkbox"/> Accretion <input type="checkbox"/> Stain <input type="checkbox"/> Surface Dirt <input type="checkbox"/> Ingrained Dirt	<input type="checkbox"/> Torn/Ripped <input type="checkbox"/> Folded/Creased <input type="checkbox"/> Acidic <input type="checkbox"/> Loss <input type="checkbox"/> Frayed Edges/corners <input type="checkbox"/> Distorted/Cockled <input type="checkbox"/> Abraded <input type="checkbox"/> Brittle <input type="checkbox"/> Friable <input type="checkbox"/> Discolouration <input type="checkbox"/> Faded <input type="checkbox"/> Insect Activity <input type="checkbox"/> Mould <input type="checkbox"/> Accretion	<input type="checkbox"/> Split <input type="checkbox"/> Folded/Creased <input type="checkbox"/> Cracked <input type="checkbox"/> Loss <input type="checkbox"/> Softened/Sticky <input type="checkbox"/> Distorted/Misshapen <input type="checkbox"/> Abraded/Scratched <input type="checkbox"/> Brittle <input type="checkbox"/> Friable <input type="checkbox"/> Discolouration <input type="checkbox"/> Faded <input type="checkbox"/> Insect Activity <input type="checkbox"/> Mould <input type="checkbox"/> Accretion <input type="checkbox"/> Stain	<input type="checkbox"/> Broken pieces <input type="checkbox"/> Cracked <input type="checkbox"/> Loss <input type="checkbox"/> Abraded/Scratched <input type="checkbox"/> Iridescence <input type="checkbox"/> Friable <input type="checkbox"/> Discolouration <input type="checkbox"/> Faded <input type="checkbox"/> Insect Activity <input type="checkbox"/> Mould <input type="checkbox"/> Accretion <input type="checkbox"/> Stain <input type="checkbox"/> Surface Dirt <input type="checkbox"/> Ingrained Dirt <input type="checkbox"/> Existing Repairs	<input type="checkbox"/> Crazed <input type="checkbox"/> Cracked <input type="checkbox"/> Loss <input type="checkbox"/> Blanched <input type="checkbox"/> Cupped <input type="checkbox"/> Abraded/Scratched <input type="checkbox"/> Flaking <input type="checkbox"/> Friable <input type="checkbox"/> Discolouration <input type="checkbox"/> Faded <input type="checkbox"/> Insect Activity <input type="checkbox"/> Mould <input type="checkbox"/> Accretion <input type="checkbox"/> Stain <input type="checkbox"/> Surface Dirt

<input type="checkbox"/> Other <input type="checkbox"/> Accretion <input type="checkbox"/> Stain <input type="checkbox"/> Surface Dirt <input type="checkbox"/> Ingrained Dirt <input type="checkbox"/> Existing Repairs <input type="checkbox"/> Tarnished <input type="checkbox"/> Sweating	<input type="checkbox"/> Existing Repairs	<input type="checkbox"/> Stain <input type="checkbox"/> Surface Dirt <input type="checkbox"/> Ingrained Dirt <input type="checkbox"/> Existing Repairs	<input type="checkbox"/> Surface Dirt <input type="checkbox"/> Ingrained Dirt <input type="checkbox"/> Existing Repairs		<input type="checkbox"/> Ingrained Dirt <input type="checkbox"/> Existing Repairs
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