



State Library  
OF WESTERN AUSTRALIA

# Developing our Collections

collection development  
policy framework

April 2009

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# Developing Our Collections

## Collection development policy framework

“Our collections represent the essence of the past, present and future memory of the country, they shape our psyche, record our diversity and development, provide insight into our national spirit, and inspire us for the future”. ([Collections Council P4](#)<sup>1</sup>).

### Introduction

The State Library of Western Australia is the organisation established under the [Library Board of Western Australia Act](#)<sup>2</sup> to manage the collection activities and the provision of library materials for the free public library system across the State. Collections under this governance arrangement are owned by the [Library Board of Western Australia](#)<sup>3</sup>.

We select, acquire, process and distribute library resources in a range of categories and formats, including digital, which are made available through:

- the State Library in Perth; and
- all [public libraries in Western Australia](#)<sup>4</sup>.

This framework has been created as a planning tool to focus and guide our selecting and collecting practices. It ensures that collections are sculpted in line with our key purpose and directions.

With the advent of the internet, mass digitization efforts, collaborative collecting and community created digital content, it is important to define and document the role and purpose our Library has in collecting.

Documentation of this collecting role is vital in:

- supporting collection decisions;
- focusing collection decisions and resources;
- ensuring that collecting is aligned to our [Strategic Directions](#)<sup>5</sup>;
- providing a foundation for funding submissions and allocations; and
- communicating the focus of our collecting.

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[http://www.collectionscouncil.com.au/document+repository.aspx?DMXModule=544&EntryId=469&Command=Core\\_Download](http://www.collectionscouncil.com.au/document+repository.aspx?DMXModule=544&EntryId=469&Command=Core_Download)

<sup>2</sup> [http://www.slwa.gov.au/legislation/statutes.nsf/main\\_mrttitle\\_537\\_homepage.html](http://www.slwa.gov.au/legislation/statutes.nsf/main_mrttitle_537_homepage.html)

<sup>3</sup> [http://www.slwa.gov.au/about\\_us/legislation\\_and\\_the\\_library\\_act](http://www.slwa.gov.au/about_us/legislation_and_the_library_act)

<sup>4</sup> [http://www.slwa.gov.au/find/guide\\_to\\_public\\_libraries](http://www.slwa.gov.au/find/guide_to_public_libraries)

<sup>5</sup> [http://www.slwa.gov.au/about\\_us/who\\_we\\_are/strategic\\_directions](http://www.slwa.gov.au/about_us/who_we_are/strategic_directions)

## Context for collection development

Our collecting is about acquiring resources, either temporarily or permanently, for the use and benefit of people, particularly Western Australians – it is not only about amassing relevant documentary material.

The way we build our collections and the criteria we use to select resources will change as new opportunities arise. In an increasingly digital world collection resources can be preserved externally to our library building and collections need not be owned by the State Library to be accessible, for example the [PANDORA](#)<sup>6</sup> initiative.

Access without preservation or ownership is realistic, and for some collections, will be preferred.

We will make choices in developing our collections. The world of publishing and writing is expanding and library collections will always be a subset of this ever expanding collection. The concept of collecting everything is unachievable and undesirable.

Our collecting is driven by several prime roles and purposes.

<b>Responsibility</b>	<b>Purpose</b>
Preserve documentary resources associated with Western Australia	to provide Western Australians with perpetual access to their documentary heritage
Enable access to Western Australia's documentary heritage	to tell Western Australia's story to all
Provide Western Australians with free and equitable access to documentary resources	in response to their immediate needs for learning, growth and enjoyment

The first two responsibilities are provided primarily from the State Library.

The third responsibility is delivered from both the State Library and Western Australian public libraries, in a complementary role, under a [partnership arrangement](#)<sup>7</sup>.

Other organizations at either a state, federal or local level share these roles. Rather than compete with these organisations we are keen to collaborate and partner with them to achieve our shared purpose.

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<sup>6</sup> <http://pandora.nla.gov.au/>

<sup>7</sup> [http://www.slwa.wa.gov.au/\\_\\_data/assets/pdf\\_file/0013/33304/2010\\_Framework\\_agreement\\_web.pdf](http://www.slwa.wa.gov.au/__data/assets/pdf_file/0013/33304/2010_Framework_agreement_web.pdf)

## **Overarching collecting principles**

The following principles provide the overarching framework for our collecting.

Our collections reflect a representative balance of views and perspectives. We do not seek to promote or discourage particular viewpoints and do not censor material, although abide by federal and State Government decisions on banned and restricted materials.

Not all our collection resources will be owned - some will be accessed.

Not all our collection resources will be retained indefinitely.

Decisions on ownership and retention are determined by the primary purpose of the collection. Where collections exist to fill more than one purpose, different ownership and retention periods may exist for specific aspects of the collection. This is indicated in the more specific collecting principles and profiles in this framework.

We will make the majority of our owned collections accessible and provide people, particularly Western Australians, with appropriate access to our collections. These decisions will be made in keeping with agreed restrictions for culturally sensitive material, copyright, licensing, budgetary and infrastructure considerations.

We are selective in collecting resources that have conditions which unnecessarily limit access or require significant collection management.

We recognise the importance to Australia's Indigenous people in acknowledging and collecting their heritage. This will be a primary focus in all areas of our collecting, with specific emphasis on resources about, by or relevant to Western Australian Indigenous people.

### **Format**

We collect items in their original format however:

- will undertake reformatting and the creation of digital derivatives for preservation purposes or to enhance access.
- format is secondary to content.
- will selectively collect more than one format of items to enhance accessibility (usability) or to ensure comprehensiveness.
- collect new formats as accessibility or client need dictates.

We continue to collect material for our heritage collections in its original format. We are moving to a 'digital preferred' collection for reference material provided through the State Library.

Digital resources will be collected in preference to print, if available and within budget constraints and current standards, particularly where enhanced searching, information currency or improved access is a notable benefit.

### **Collaboration**

No single collecting institution or resource can satisfy the needs of researchers. We work collaboratively with other collecting institutions and individuals to achieve a national

approach to digital cultural content as [articulated by the Collections Council](#)<sup>8</sup> to “help reveal objects, ideas and information that are at present essentially hidden from Australian and international users.” (p.8).

Ways in which we facilitate collaboration include:

- contributing digital objects to [Picture Australia](#)<sup>9</sup>, [PANDORA](#)<sup>10</sup>, [Music Australia](#)<sup>11</sup> and as part of the [NPLAN](#)<sup>12</sup>;
- the unique partnership State Library has with public libraries;
- participating in interlibrary loan agreements;
- contributing to the [Libraries Australia](#)<sup>13</sup> database to facilitate access; and working with NSLA to achieve the strategies of [One Library and Accessible Content](#)<sup>14</sup>.

We support the concept of a national distributed collection to foster rationalisation of, and access to, collections.

We encourage consortium collecting where budgetary or client service benefits can be achieved.

We will develop and enhance our collections through the proactive collecting of community created digital content.

### **Duplication**

Duplication of a resource is avoided, although may be necessary to ensure preservation and/or access, particularly where the item is significant, rare or fragile.

Ease of access, popularity or high use are criteria that are used to identify resources that require duplication (for example, across public library loan collections).

Where duplication is necessary in collections from the State Library, we prefer this where possible, to be in the form of digital derivatives. If this is not possible, due to license or other restrictions, we will selectively acquire an additional copy in the original format.

If we create a copy or derivative it will meet current standards and we will promote the application of these standards for digital donations.

### **Language**

We collect resources mainly in English. Exceptions within specific collections are outlined in other areas of this framework.

### **Policy and Framework Review**

This framework and the policy it guides will be formally reviewed every 2 years at the initiation of the Manager Collection Development however, may be updated at any time to reflect changes in strategic direction or agreed policy changes.

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[http://www.collectionscouncil.com.au/Portals/0/Australian%20Framework%20and%20Action%20Plan%20for%20DHC\\_Version%200.C3.pdf](http://www.collectionscouncil.com.au/Portals/0/Australian%20Framework%20and%20Action%20Plan%20for%20DHC_Version%200.C3.pdf)

<sup>9</sup> <http://www.pictureaustralia.org/>

<sup>10</sup> <http://pandora.nla.gov.au/>

<sup>11</sup> <http://www.musicaustralia.org/>

<sup>12</sup> <http://www.nla.gov.au/anplan/>

<sup>13</sup> <http://librariesaustralia.nla.gov.au/apps/kss>

<sup>14</sup> <http://www.nsla.org.au/projects/rls/>

## Overarching collecting practices

### Selection

Selection is managed by our staff for material housed in the State Library and by public library staff for material in Western Australian public libraries.

Processes for identifying material for acquisition include

- supplier selection - including approval or blanket plans and alerts
- staff selection from selection support tools
- deposits under legislation, legal agreements, memorandum of understanding or government regulations
- donations
- recommendations

Continuous improvement in these processes is made through the use of new technologies.

### Criteria for selection

The following criteria are used by our staff in evaluating material for the collection. Particular criteria may assume a greater or lesser importance depending on the type of material being assessed, purpose of the collection, resources available and the subject matter. They may need to be balanced against other criteria in making a decision.

- Relevance of content
- Depth of collection
- Quality of material
- Cost
- License terms
- Format
- Access
- Overlap with existing resources

Identifying new resources for inclusion in collections is sometimes proactive and at other times a reactive process, however we aim to take a predominantly proactive approach.

### Donations

Donations of material are accepted into the collections using the above selection criteria. We determine the most appropriate location, format and timeframe for the addition of accepted donated material into the collection.

We encourage donations in the form of published or original material relating to Western Australians and Western Australia. We are a recipient institution for the [Cultural Gifts Program](#)<sup>15</sup> so donors of culturally significant material may be eligible for tax incentives under this scheme.

We encourage the use of [Creative Commons](#)<sup>16</sup> licensing for digital donations.

Donations through exchange programs with other libraries outside the Western Australian public library system are not a preferred way of developing collections.

### Collection Analysis

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<sup>15</sup> [http://www.slwa.wa.gov.au/about\\_us/our\\_collection/how\\_we\\_collect/cultural\\_gifts\\_program](http://www.slwa.wa.gov.au/about_us/our_collection/how_we_collect/cultural_gifts_program)

<sup>16</sup> <http://creativecommons.org.au/licences>

Collection analysis and client feedback are key factors in ensuring collecting is fulfilling its purpose. We use these as the basis for collection building.

### **Budget**

The State Government funded acquisitions budget is managed by the Manager Collection Development and follows the financial year cycle in line with State Government practice.

This budget has two main components:

- funding for the purchase of resources provided from public libraries; and
- funding for the purchase of resources provided from the State Library.

The priority for State Library acquisitions budget allocation is predominantly for collecting Western Australian documentary resources.

The priority for budget allocation for state collections through the Western Australian public library network is determined under the [partnership agreement](#)<sup>17</sup> between the Library Board and Western Australian public libraries.

We may seek other sources to fund the acquisition and preservation of collection resources, particularly where it has major heritage significance for Western Australians.

Resources for public libraries in the Indian Ocean Territories are funded by the Federal government as part of a service delivery agreement with the State Library.

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<sup>17</sup> [http://www.slwa.wa.gov.au/\\_\\_data/assets/pdf\\_file/0015/3534/Framework\\_Agreement\\_Final.pdf](http://www.slwa.wa.gov.au/__data/assets/pdf_file/0015/3534/Framework_Agreement_Final.pdf)

## **Specific collecting principles**

### **Collections through the State Library**

#### **Heritage collection development**

##### **Purpose**

Our heritage collections are primarily built on the basis of long term preservation and permanent retention.

Heritage collecting falls into two main parts:

- rare, non Western Australian documentary material; and
- Western Australian documentary material.

In recognizing and acknowledging the importance of collecting Indigenous heritage we:

- actively collect all published material relevant to Western Australian Indigenous people; and
- promote the care, preservation, collection and access to Western Australian Indigenous documentary material.
- Work toward repatriating Western Australian Indigenous documentary material to the community of origin in the most appropriate format

We develop this collection to a level that satisfies the immediate and future needs of Western Australians for historical or post graduate research.

##### **Collecting intent**

###### **Rare, non Western Australian collections**

We do not proactively develop these collections other than in areas specified in collecting profiles.

We accept donations of non Western Australian rare items only if they relate directly to a Western Australian resource or enhance Western Australian access to unique documentary resources.

Changes to the value of reference items already in our collections may add to our rare non Western Australian collections.

##### **Western Australian documentary heritage**

The [J.S. Battye Library of West Australian History](#)<sup>18</sup> (Battye Library) is the prime repository for Western Australia's documentary heritage, though significant collections of heritage material can be found across the State Library.

Specific collecting information can be found in the specific collecting profiles.

##### **Collaboration**

We provide online access to older issues of major Western Australian newspapers in collaboration with other Australian State Libraries, the National Library and publishers.

We encourage collection, preservation and access of locality specific documentary resources. If adequate controls are in place locally for long term preservation and access, we support retention of these resources within the local community. Where

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<sup>18</sup> [http://www.slwa.wa.gov.au/find/western\\_australian/battye\\_library](http://www.slwa.wa.gov.au/find/western_australian/battye_library)

collection, preservation and access at a local level is not possible we collect these resources.

Our main focus is the collection of materials of wider significance to Western Australia and where this material also has local significance, we endeavor to provide access locally.

### **Format**

We collect a range of formats, with access and preservation as influencing factors.

We collect a resource in its original format.

Where both print and digital formats are available, digital is collected if it meets current standards. We may reformat and/or provide digital derivatives of these resources as appropriate.

Digital derivatives are selectively created to ensure access and long term preservation.

### **Duplication**

We collect a maximum of two print copies of heritage material however, additional digital derivatives may be created.

### **Language**

Languages other than English are collected to ensure collection comprehensiveness where:

- the original language of the resource is not English; and
- the resource is deemed to have significant Western Australian content.

### **Budget emphasis**

Western Australian unpublished heritage material is the prime focus of the budget for collection resources provided from the State Library.

## **Specific collecting principles**

### **Collections through the State Library**

#### **Reference collection development**

##### **Purpose**

Our reference collection provides Western Australians with free and equitable access to documentary resources in response to their immediate needs for learning, growth and enjoyment. This collection aims to bring the world of information to Western Australians.

The collection makes available reference resources which:

- reflect key Australian reference publications; and
- cover all subject areas sufficient to support self directed learning to an undergraduate study level.

We develop this collection to satisfy the immediate needs of Western Australians for current information rather than for historical or post graduate research.

##### **Collecting intent**

This collection has a focus on Australian content, however it includes significant overseas content of relevance/interest to many Western Australians.

Where there is known client demand and existing collection strength, we designate specific collecting areas - currently these are:

- Indigenous;
- family history;
- children's literature; and
- music.

These specific areas may contain resources for post graduate study or historical research.

We review existing owned collections to ensure they are current and provided in the most effective way. This is particularly relevant for areas where information becomes dated.

We develop this collection through a changing combination of owned and accessed resources, with the emphasis on accessed rather than owned.

This collection has a finite retention period to ensure it remains current and dynamic. Any exceptions are outlined in the specific collection statements.

##### **Collaboration/duplication**

Electronic resources may duplicate those provided through other state libraries. This reinforces our intent to move toward national access for information resources common to the needs of Australians.

State Library reference collections fill a niche between public library collections and academic library collections. We aim to minimize overlap with these collections in line with the general principles for duplication.

No duplicates are kept within this reference collection, unless specifically stated in this framework.

Reference items no longer required in the public library collection may be selected for transfer to State Library reference collections to fill gaps.

### **Format**

Full text digital resources are collected in preference to print unless specifically noted in a collecting profile.

We selectively own or acquire print format where:

- a specific title falls under a collaborative print collecting arrangement.
- a digital equivalent or alternative is unavailable.
- cost or access restrictions make other formats non viable.

### **Language**

This collection is in English unless a resource:

- assists in the translation to or from English; or
- is a popular international newspaper in the language of country of origin.

### **Collecting analysis**

Usage will be a key factor in determining ongoing access and retention to each resource in this collection.

We develop processes and programs to determine and improve cost per use and review the continuation of access to high cost per use resources.

### **Budget emphasis**

Our budget for the purchase of collection resources is finite so we will be selective in collection decisions. The budget allocation for reference resources will be based on both accessed and owned resources with the budget emphasis on digital resources.

## Specific collecting principles

### Collections through public libraries

Most State Library collections, excluding unpublished heritage items, are available to Western Australians for borrowing – either through inter library loan or directly to members - predominantly through public libraries.

The underlying principles for the collection basis for public libraries are currently outlined in a [partnership agreement](#)<sup>19</sup>.

This Framework includes collecting for Indian Ocean Territory libraries.

Current collecting is based on the following:

- Collection development decisions for public libraries are the responsibility of staff in each public library. For smaller country libraries, these decisions may be taken at a regional level.
- Collection development decisions at each public library primarily relate to local community need.
- Collection development policies may be developed by individual public libraries.
- Purchase of state-wide digital resources will be considered. These purchases may be on the basis of access or ownership.
- There is a commitment to seek opportunities for purchasing collection resources through consortium and/or opt in/opt out models.
- New acquisition selection is made from a subset of resources, primarily determined by suppliers, within profiles developed and maintained by State Library staff through liaison with public library staff.
- A specific public library's collection may be partially refreshed through an exchange process with other Western Australian public libraries.

Collections are developed to satisfy the immediate needs of Western Australians of all ages.

#### Format

Public library materials continue to be acquired in a variety of formats and new formats explored.

The provision of access rather than ownership of specific digital collection resources may be more appropriate to satisfy community needs.

#### Duplication

Ease of access, popularity or high use are criteria used to make decisions about duplication of a resource across public library loan collections.

#### Language

Whilst these collections are predominantly in English, selected resources in languages other than English (LOTE) are collected and provided through public libraries to support literacy and learning for and about:

- public library LOTE clients whose first language is not English.
- clients with an interest in reading material in another language.
- Western Australian Indigenous people.

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<sup>19</sup> [http://www.slwa.wa.gov.au/\\_\\_data/assets/pdf\\_file/0015/3534/Framework\\_Agreement\\_Final.pdf](http://www.slwa.wa.gov.au/__data/assets/pdf_file/0015/3534/Framework_Agreement_Final.pdf)

**Collection analysis**

Responsibility for conducting analysis of individual collections and use lies with public library staff.

We conduct collection analysis from a state-wide perspective in liaison with public library staff particularly in relation to profile development for suppliers.

## Specific collecting profiles

### J.S. Battye Library of West Australian History

To be read in conjunction with the overarching principles and general principles for heritage material.

#### **Purpose**

The purpose of the Battye Library is to house documentary materials which provide a wide, representative sample of Western Australia's historical, developmental, cultural, economic and political life so they can be preserved for use by people throughout the world to facilitate research into Western Australia.

The strengths of this collection are outlined in ["Worth telling, worth keeping: a guide to the collections of the J.S. Battye Library of West Australian History"](#)<sup>20</sup>.

#### **Collecting intent**

We collect all formats of published and original materials relating to Western Australia. Criteria for establishing whether it relates to Western Australia are as follows.

- A significant proportion of the content is about Western Australia
- Written or created by a person born in Western Australia and/or has spent a significant amount of time living in Western Australia
- Published or created in Western Australia
- Written or created by a corporate body identified as primarily Western Australian
- Produced in or about the Indian Ocean Territories

Collecting priority may be influenced by the significance of any one of these criteria or the number of criteria satisfied by a particular resource.

#### **Coverage**

We collect realia or objects if they form an intrinsic part of or add context to an archival collection.

Both published and unpublished (original) materials are collected.

We encourage and actively seek donations of Western Australian heritage resources, particularly original material. We may seek digital copies of Western Australian original material owned by others, preferably to current digital standards.

Original records of Western Australian State Government agencies are the collecting responsibility of the [State Records Office](#)<sup>21</sup> so we do not collect these.

#### **Published material**

We acquire Western Australian State and Local Government publications. State Government publications are collected under a directive from the Premier of Western Australia. Whilst most of this material will be kept, we are under no obligation to retain material deemed surplus to requirements.

We endeavor to acquire non-government Western Australian publications through cooperative arrangements with publishers and authors in the spirit of legal deposit. There is currently no legal deposit legislation for this material however suggested changes to rectify this are before the Minister for Culture and the Arts.

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<sup>20</sup> [http://www.slwa.wa.gov.au/upload/pdf/worth\\_telling\\_worth\\_keeping-\\_for\\_web.pdf](http://www.slwa.wa.gov.au/upload/pdf/worth_telling_worth_keeping-_for_web.pdf)

<sup>21</sup> <http://www.sro.wa.gov.au/>

Published material is collected in a variety of formats. This includes commercially produced films and sound recordings made for commercial radio where they have significant Western Australian content.

We continue to work collaboratively through a deposit arrangement with [Screenwest](#)<sup>22</sup>, the principle investor in Western Australian film and television productions.

Collecting is more selective for the following areas

- Curriculum materials – those with general informational interest are collected in preference to course specific material.
- Promotional and advertising material – a representative sample is collected
- Maps, atlases and other cartographic materials relevant to Western Australia – a representative sample is collected.
- Serials – a complete collection of serials is not practical. Major Australian serials are collected. However we will selectively collect a representative sample of local interest newsletters.

We aim to build a comprehensive collection of Western Australian newspapers.

We ensure significant Western Australian websites or documents within these websites are archived to [PANDORA](#)<sup>23</sup> in line with the [National Library](#)<sup>24</sup> and [State Library's collecting principles](#)<sup>25</sup> for PANDORA.

We selectively collect and preserve less significant Western Australian web content within agreed rights. Where this occurs within current standards, we will not retain a print copy.

We selectively seek rights for perpetual access and preservation to Western Australian community created content.

We collect samples of ephemera reflecting Western Australia's documentary heritage.

### **Duplication**

A maximum of two copies of print material is retained although further digital derivatives may be created. One copy is designated as a legal deposit/preservation copy and the other an access copy.

Where only one copy is available, it is treated as the legal deposit copy and is made available for access in the most appropriate way.

One copy of any newspaper published in Western Australia is collected, with an additional print copy collected of all major newspapers.

Variant editions of books by significant Western Australian authors may be collected.

### **Unpublished (original) collections**

Original unpublished material collecting has a broad Western Australian focus aimed at documents, sound recordings and images detailing historically significant events in Western Australia as well as the day to day lives of Western Australians through the

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<sup>22</sup> <http://www.screenwest.com.au/>

<sup>23</sup> <http://pandora.nla.gov.au/>

<sup>24</sup> <http://pandora.nla.gov.au/selectionguidelines.html>

<sup>25</sup> [http://www.slwa.wa.gov.au/\\_\\_data/assets/pdf\\_file/0013/4414/pandoraoct02.pdf](http://www.slwa.wa.gov.au/__data/assets/pdf_file/0013/4414/pandoraoct02.pdf)

ages. This material is important to all researchers – those in pursuit of academic qualifications and self directed researchers including genealogists and local historians.

Original unpublished material falls into four main collecting areas – private archives, sound recordings, pictorial, and film- produced by companies, private or government organizations that are not available commercially.

### **Private archives**

We actively seek original letters, diaries, journals and manuscripts of individuals and families as well as records of political and social movements, non-government agencies, industry and community organizations (including churches).

### **Sound recordings**

This includes both oral histories and music sound recordings.

#### **Oral Histories**

We are proactive in building the oral history collection, particularly in consideration of new digital formats.

Donations of oral histories with significant Western Australian content are encouraged.

Oral histories made for radio, through state and Local Government agencies, universities and educational organisations, businesses and community groups are proactively collected.

Where information is not readily available in other forms or to enhance an existing collection, we may commission interviews which give an insight into a specific subject, organization or event. We also collaborate with other collecting groups, organizations or individuals commissioning oral histories relevant to Western Australia to add to our collections.

Transcriptions and timed summaries are also collected.

Format and digital derivatives are in line with [current standards](#)<sup>26</sup>.

#### **Music**

The collection of unpublished Western Australian music sound recordings is a priority.

### **Pictorial**

Our focus is on collecting photographic images documenting all aspects of life in Western Australia.

We acquire images which are primarily of local interest only if they provide an important insight into a particular period of Western Australian life or a specific incident of historical interest.

Our decisions for the acquisition of pictorial resources depend primarily on informational content of the item, rather than aesthetic appeal.

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<sup>26</sup>

[http://www.slwa.wa.gov.au/\\_\\_data/assets/pdf\\_file/0015/12048/Creating\\_and\\_Keeping\\_your\\_Digital\\_Treasures\\_A\\_User\\_Guide.pdf](http://www.slwa.wa.gov.au/__data/assets/pdf_file/0015/12048/Creating_and_Keeping_your_Digital_Treasures_A_User_Guide.pdf)

**Film**

Our focus is on collecting moving pictorial images in any format that reflects life in Western Australia including historical events, places, industry, social and cultural life and people.

We collect key productions from Western Australia's film industry.

We collect private sector productions and amateur and home movie footage if they have significant Western Australian information content.

## Specific collecting profiles

### Indigenous

To be read in conjunction with the overarching principles and general principles for reference material or heritage material as relevant.

#### **Purpose**

Whilst the term 'Indigenous' can be used to describe native or original people of any country, our current priority for collecting Indigenous material is the care, preservation and access to Western Australian Indigenous documentary heritage, with Indigenous relating specifically to Aboriginal and Torres Strait Islander people.

Our collecting provides resources for use by both Indigenous people and all Western Australians with an interest in gaining an understanding of Indigenous culture and the impacts of events on Western Australian Indigenous people. We collect to ensure the stories and perspectives of Indigenous people are represented in our collections.

#### **Collecting intent**

We collect all published material relevant to or about Western Australian Indigenous people.

#### **Coverage**

Resources relevant to Indigenous music, family history, and children's literature are core to our collecting in each of these broader collecting areas. We collect other Western Australian Indigenous resources as a focus within the heritage collections.

Our current Indigenous collection has a strong bias in records of the perspectives of non Indigenous Australians about Indigenous life, as historically they were the primary creators of documentary records.

Our collecting will focus on balancing this with the perspectives of Indigenous people, particularly those about, by or relevant to Western Australian Indigenous people. Collecting will be in line with appropriate [cultural protocols](#)<sup>27</sup>.

We endeavour to take opportunities that encourage Western Australian Indigenous people to create or enhance documentary records of their culture.

We acknowledge that Indigenous materials of a culturally sensitive nature may have unique access restrictions. Material of this nature is collected with respect to agreed access restrictions to ensure long term preservation and care. Where possible, our aim is to also facilitate the repatriation of these resources to the Indigenous community to which they belong.

#### **Collaboration**

Our collection complements material in the State Records Office and Indigenous collections within universities such as the library of the Centre for Indigenous Studies at Curtin University.

#### **Format**

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<sup>27</sup>

[http://www1.aiatsis.gov.au/atsilirn/protocols.atsilirn.asn.au/index6df0.html?option=com\\_content&task=blogcategory&id=0&Itemid=6](http://www1.aiatsis.gov.au/atsilirn/protocols.atsilirn.asn.au/index6df0.html?option=com_content&task=blogcategory&id=0&Itemid=6)

Materials in all formats are collected however, we recognise oral and visual formats (including film) are important as a reflection of the Indigenous culture of sharing stories through the spoken word or pictures.

**Duplication**

We collect original language materials as well as direct translations of significant Western Australian resources into Indigenous languages.

**Language**

We collect English as well as [Indigenous languages](#)<sup>28</sup> relevant to Western Australian Indigenous people.

**Budget emphasis**

Heritage Indigenous resources have budget priority.

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<sup>28</sup> <http://www.dia.wa.gov.au/Heritage--Culture/Aboriginal-culture/Aboriginal-languages/>

## Specific collecting profiles

### Family history

To be read in conjunction with the overarching principles and general principles for reference material or heritage material as relevant.

#### Purpose

We provide Western Australians with free and equitable access to genealogical and social history resources to assist people exploring their personal histories.

#### Collecting intent

The focus of the collection is on Western Australian related material, however as many Western Australians or their families were not born in Western Australia we also selectively collect resources relating to geographically and ethnically diverse social and personal histories, including family histories.

#### Coverage

We will continue to develop this collection to ensure it is a comprehensive collection of Western Australian material. Historically, the wider collection has been based on Australian, New Zealand, United Kingdom and Irish records. We will continue to selectively purchase relevant resources in these areas as well as building resources relating to other areas with a strong migration history to Australia.

We provide access to a core collection of family history journals and maintain a small collection of introductory guides.

Our collecting emphasis is on resources in which personal names are referenced. These include key resources such as birth, death and marriage registers, census records and electoral rolls as well as passenger and crew lists, personnel records, biographical dictionaries, church records, military records, newspapers, post office directories and commercial and occupational directories.

We collect a wide range of relevant historical resources including military histories, records from ships or shipping, Western Australian and selective Australian local histories and business records.

We collect resources relating to the family and social history of Indigenous Western Australians. Original farm station records, church and private organization records, photographs and maps are a particular focus of this collecting. We also provide access to finding aids to relevant documents held in other government, church or private organizations.

#### Collaboration

This collection complements resources held by the [Western Australian Genealogical Society](#)<sup>29</sup>, the [Church of Jesus Christ of Latter Day Saints](#)<sup>30</sup> and other state and genealogy libraries including [State Records Office](#)<sup>31</sup> and the [National Archives](#)<sup>32</sup>.

#### Format

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<sup>29</sup> <http://wags.org.au/o/>

<sup>30</sup> [http://www.familysearch.org/Eng/library/FHC/frameset\\_FHC.asp](http://www.familysearch.org/Eng/library/FHC/frameset_FHC.asp)

<sup>31</sup> <http://www.sro.wa.gov.au/>

<sup>32</sup> <http://www.naa.gov.au/>

All formats are considered. Where there are multiple formats available, clients search needs, long term access and ease of access will be crucial factors in determining preferred format.

**Language**

This collection is predominantly English however we will consider collecting significant family history resources with no available English translation.

## Specific collecting profiles

### Children's literature

To be read in conjunction with the overarching principles and general principles for reference material or heritage material as relevant.

#### Purpose

Our collecting focus in this area is toward developing a collection of outstanding resources that are actively used to encourage literacy and the understanding of the story in all its forms.

#### Collecting intent

This collection focuses on significant children's literature titles from Australia and overseas that support library activities promoting children's literacy, specifically children from 0-12 years of age.

We collect in two main areas:

- outstanding children's literature resources to be used for programs/activities and browsing
- a smaller collection that directly supports research and literacy activities.

#### Coverage

The emphasis of this collection is on outstanding titles with a significant representation of Western Australian and Australian works and a smaller representation of distinguished works from overseas.

An important focus of collecting is Western Australian children's literature.

Rare and out of print material relating to important children's literature, in particular Australian or with a direct influence on Australian authors and illustrators, are acquired selectively.

We collect archival material where it supports outstanding children's literature.

We actively acquire pictorial resources, in particular original children's illustrations, within budget constraints or by donation, to build on the already strong collection in this area and to add depth to literacy related activities. The strength of this collection is based on a collection of original illustrations donated by Peter Williams supplemented by copies of all titles with illustrations in this collection.

We collect children's books by local Indigenous authors that reflect their stories and selectively collect other outstanding Indigenous stories for children.

#### Collaboration

This collection complements the [Better Beginnings](http://www.better-beginnings.com.au/)<sup>33</sup> family literacy program and support children's literature and literary agencies in Western Australia such as the [Fremantle Children's Literature Centre](http://www.fclc.com.au/)<sup>34</sup>.

#### Format

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<sup>33</sup> <http://www.better-beginnings.com.au/>

<sup>34</sup> <http://www.fclc.com.au/>

Print dominates this collection however we provide selective access to digital resources that encourage children's literacy and reading.

### **Duplication**

Outstanding children's literature titles will be duplicated for loan in Western Australian public library collections.

We selectively collect duplicate copies, up to a maximum of three, of Western Australian children's literature titles – one for the heritage collection as a preservation copy, one for the research collection and one to be used in children's literacy programs.

We selectively collect variant editions, where there are significant changes, a new significant format or a commemorative edition.

### **Language**

The majority of the collection is in English though, dependant on prominence, we collect some bilingual and Indigenous language titles.

### **Collecting analysis**

This collection is an emerging and dynamic collection, using the previous Research Collection of Children's Literature as its core. Regular analysis of the quality and usage of the collection to determine further collection development is conducted.

### **Budget emphasis**

The budget emphasis will be on the collection of in-print outstanding children's literature and also original illustrations.

## Specific collecting profiles

### Music

To be read in conjunction with the overarching principles and general principles for reference material or heritage material as relevant.

#### Purpose

This collection is one of only two public lending collections of sheet music and scores in Australia so fills an important niche for members of the 'musical public'. Currently in Australia, access to the large number of scores or sheet music required to satisfy musical needs is limited because of expense and copyright restrictions.

#### Collecting intent

Our music collecting is in three distinct areas:

- scores and sheet music – this collection was set up as a performance based collection so is developed as a [direct loan collection](#)<sup>35</sup> and loan general collecting principles apply. Western Australian scores and sheet music form part of the heritage collections.
- sound recordings – collecting is focused on Western Australian artists so most of this collection forms part of the heritage collections.
- reference resources – a number of music reference resources in all formats are collected in line with general collecting principles. These resources aim to support music teaching, learning and appreciation.

Music created or performed by Indigenous Australians and unpublished works of Western Australian musicians are a collecting focus.

#### Coverage

##### Scores

The score and sheet music collection covers a broad range of music with comprehensive collecting of classical, popular and jazz for all instruments. We collect

- vocal and single instrument scores
- orchestral and chamber sets
- original compositions as well as arrangements
- urtext editions will be collected where appropriate and may be supplemented with varied and alternate editions.

Our selection is guided by Australian music syllabuses such as those produced by the Australian Music Examinations Board and the Curriculum Council.

We selectively acquire Western Australian scores and sheet music - published in Western Australia or composed by a Western Australian – in line with budget restraints and forecast public demand. There is currently no legal deposit legislation for this material in Western Australia. Our acquisitions decisions take into account the availability of a resource in other music collections through inter library loan arrangements.

Very simple and big note (EZ) material is currently excluded from our collecting.

##### Sound Recordings

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<sup>35</sup> [http://www.slwa.wa.gov.au/find/services/borrowing\\_items/music\\_and\\_performing\\_arts](http://www.slwa.wa.gov.au/find/services/borrowing_items/music_and_performing_arts)

Our focus is on all Western Australian recordings in all formats, particularly on limited lifespan works such as those recorded privately and/or not commercially published.

We selectively acquire non Western Australian recordings through donation. Donated collections are assessed individually.

### **Collaboration/duplication**

Additional copies of scores are collected as high use dictates.

Collections in other music libraries, particularly Australian institutions with music collections available for borrowing from us through interlibrary loan, can play a part in our collection decisions. These can be found through [Libraries Australia](#)<sup>36</sup> and [Music Australia](#)<sup>37</sup>.

### **Format**

We collect all current formats although print remains the prime format for scores and sheet music. Vinyl, 78 rpm and cassette recordings will only be collected if they have Western Australian relevance will only be collected if they relate directly to Western Australia.

High repeated use of score/sheet music requires durable binding so spiral bound items are not collected.

### **Language**

English language is dominant although we collect scores in all languages.

### **Budget emphasis**

Emphasis is on scores and Western Australian sound recordings.

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<sup>36</sup> <http://librariesaustralia.nla.gov.au/apps/kss>

<sup>37</sup> <http://www.musicaustralia.org/>

## Specific collecting profiles

### General reference

To be read in conjunction with the overarching principles and the general principles for reference material.

### Coverage

General reference collecting principles apply. Specific clarification for some parts of our general reference collection follow.

- Secondary and tertiary level textbooks are only acquired where they are key reference sources in a subject or the best source of information about a subject.
- Selective access to current travel guides is provided where it complements resources in public library loan collections
- Access is provided to newspapers and maps, with the priority order being
  - Australia
  - countries in close proximity to Australia
  - countries significantly represented in the population of Western Australia
  - English speaking countries which have a significant impact on Western Australia
- International standards are not actively collected. Existing collections will be rationalised, however access to current Australian standards will be provided.
- Workshop manuals are not actively collected, however this collection may be developed through transfer of manuals no longer required in the public library collection.
- Access to classic literary and dramatic works is provided with an emphasis on Australia but including major international writers. A sample of works by major contemporary creators in Australia and major international prize winners will be collected.
- The direct loan collection of plays, play set and scripts will be maintained with minimal development. Selective collecting will occur of award winning play sets from Australia, Canada, South Africa, Britain and America for small to medium cast sizes. Audition pieces will not be collected.
- Selective access to biographies is provided.

## Glossary

**Access/accessed/accessible/accessibility** – to locate and provide a means of getting

**Approval plan** - A plan where library material is selected by a vendor from a predetermined profile and delivered to a library, however the library retains the right to return any unwanted proportion of material

**Blanket plan** - An order agreement between vendor and library that the vendor will deliver all material within a particular criteria and the library agrees to accept it. The criteria could be publisher, subject or format

**Collaborative collecting**- work with another organization/s under an agreement for collecting responsibilities

**Collection** - a group of items with a common link gathered together, either permanently or temporarily, in an area

**Collecting Criteria** – the rules or principles for collecting

**Consortium** – a combination of organisations undertaking a large project or task, usually requiring significant resources

**Derivative** – a copy of an original item

**Digital/ digitised** – a non-analogue format

**Document (documented, documentary)** – a record, usually written but may be pictorial, digital or audio which imparts information or enriches learning

**Ephemera** – material produced for a specific and transient purpose, one time and short use and which is usually physically slight

**Exchange** – change for another

**Film** – a media that contains consecutive pictures or photos of objects which are thrown rapidly onto a screen to give the illusion that the objects are moving

**Format** – the general physical appearance

**Genealogy** – an account of the descent of a person or family through an ancestral line

**Hardcopy** – a copy that is firm to touch

**Heritage** – documented material that either

- relates to the history, life, culture and achievements of people associated with Western Australia or is
- rare and supports but does not relate directly to the history, life, culture and achievements of people associated with Western Australia

**Heritage collections** - heritage items stored either in digital or physical format at or by the State Library, including those items housed in the J.S. Battye Library of Western Australian history or in offsite storage

**Indian Ocean Territories** - Christmas Island and the Cocos (Keeling) Islands

**Indigenous** – Aboriginal people and Torres Strait Islanders

**Local interest newsletters** - newsletters of groups or associations that are of most relevance and continuing interest to a small specific group and/or locality

**Manuscripts** – a creator's original copy of a work, usually handwritten but may be typed with handwritten annotations. May also include digital works

**Monographs** – A publication complete in one volume or a finite number of volumes.

**Ownership/owned** – belonging to the State Library

**Outstanding** – notable, important in the field

**Pictorial** – expressed in the nature of a picture

**Preservation** – to protect and keep safe from decay or damage

**Private Archives** – a collection of records from private individuals rather than organizations or the state

**Published** – works available to the public, including works for limited distribution, and those available on or through the web

**Rare** – has a high \$ value reflecting its scarcity or uniqueness

**Realia** – not printed or written three dimensional object

**Retention period** – the length of time an item will be kept

**Rationalise** – to apply a set of criteria to a collection or resource to eliminate unnecessary resources

**Reference** – documented material that is based on fact or perceived fact to which people can refer (non fiction)

**Research/ researchers** – (a person who carries out) an investigation to establish facts or collect information on a subject

**Resource-** a source of aid to do something

**Serials** – a publication regularly issued and consecutively numbered

**Significant** – noteworthy, important

**Sound recordings** – a record of sound which may include voice and music

**Transcriptions** – a representation in writing of speech

**Unpublished** – not produced or issued for public distribution

**Urtext** – the version of the music as it was created by the composer

**Value** – the worth of an item which may be determined by elements such as price, rarity, significance or usefulness