



Tablelands Regional Library Service

Local & Family History Collection Development Policy

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1. INTRODUCTION

Public Libraries are responsive and accountable to the community served. Collection Management is critical to the achievement of this goal and to the ongoing ability of the library to meet the informational, educational, lifelong learning and recreational needs of their community.

Collection development includes acquisition, selection, evaluation, preservation and de-selection of materials/books/journals.

Collection Management now includes digital as well as hard copy formats.

The Local and family History Collection Development Policy stands within the Tablelands Regional Library Service Collection Development Policy.

Tablelands Regional Council's Vision for the Tablelands region is

"A thriving region that embraces our natural, cultural and economic diversity."

Tablelands Regional Library Services are guided by the Tablelands Regional Council's Corporate and Community Plans.

2. SCOPE

Material is available on all aspects of the area, including geographic, sociological, environmental, historic, educational economic, cultural and political.

The Tablelands Regional Library Local & Family History collection complements the collections of local Historical Societies, local museums and the Atherton Family History Centre.

Every effort has been made to reduce duplication of resources held by these local collection groups.

3. DEFINITION

Local history is the study of history in a geographically local context.

Local history concentrates on the cultural and social aspects of the local community.

Family history (including genealogy which traces lineage) is the systematic narrative and research of past events relating to a specific family, or specific families.

Linkage between Local and Family history

The Atherton Tablelands is home to people from many nations.

Families live their own lives in local areas while participating actively in the larger arenas of national and international history. There are very few historical events that do not affect family life..

Consequently local and family histories are inextricably linked. The Library Service seeks to collect, maintain and make available resources which allow communities to trace and document their history and families.



The TRC Local History area is defined as the Atherton Tablelands covered by the Tablelands Regional Library Service.

However relevant materials from surrounding shires may be collected where there is local content.

The Family History area offers worldwide records (including Australian records) which are available from databases such as *Ancestry* and *Find My Past*.

Historical records are often called 'the building blocks of history'. By collecting these records, we are helping to preserve the collective memory of our community.

The importance of history reaches beyond the concept of George Santayana's statement '*those who refuse to learn about the past are condemned to repeat it.*'

We cannot fully understand who we are as a community or as individuals if we do not understand who we were as a community, and what it once meant to be a member of that community.

Saving unique historical records and sources that document the past is one of the important services a public library provides.

4. POLICY OBJECTIVES

The objective of this policy is:

- To support freedom of information
- To achieve a representative collection of local and family history resources
- To provide guidelines for collection maintenance of the local and family history
- To provide a basis for the most effective use of History funding

5. POLICY PRINCIPLES

- To provide a Local and Family History reference service
- To provide a relevant Local and Family History collection

6. LOCAL & FAMILY HISTORY MATERIALS

The Tablelands Regional Library Service provides a permanent collection of material relating to the Atherton Tablelands area. The service collects, preserves and makes accessible material that reflects the history and development of the area.

Family History Services provide genealogical material to assist people researching their family history.

The Library will acquire items useful for members of the public wishing to undertake genealogical research.

In so far as budgetary constraints permit, the Library will acquire relevant materials in all formats.

The Library recognises the fact that increasing volumes of information useful for genealogical research are now accessible via the Internet.

The Library will take into account the accessibility of information via the Internet (including any charges involved) when selecting new resources for the collection.

The Library Service does not collect Local, State or Federal Governments records. Donated material directly relating to another region may be offered to the Library Service in that area.

7. COLLECTIONS

There is one major collection housed in the Atherton Library.

The size of the Local & Family History material, housed in branch Reference collections, will differ according to usage and geographical location.

The Tablelands Regional Library Local & Family History collection consists of:

7.1 Published and unpublished works

- Published works on the local area and wider region
- Published works about people who have lived/worked in the local area
- Literary works, or research, by residents of the collection area
- Fictional works based in the area
- Unpublished works not limited to scrapbooks, diaries, letters, organisational records. Acceptance of this material is at the discretion of the Local and Family History Librarian.

7.2 Newspapers

- Hardcopy contemporary local newspapers
- Microfilmed local and regional newspapers

7.3 Serials

- The library provides general serials relating to family history research, scrapbooking and general history. These titles are stored in the magazine section and are available for loan.

7.4 Pictorial Materials

- Includes photographs, postcards, glass negatives and electronic images.

7.5 Audio and Audio-visual Materials

- Various Audio-visual materials.

7.6 Maps and plans

- Published and unpublished maps (cadastral, orthomaps and parish maps)
- Architectural and engineering plans

7.7 Vertical file

- Newspaper clippings and ephemera of local interest

7.8 Websites

- Research guides can be downloaded from the library website

8. ACCESS

Local & Family History material is available during normal library operating hours.

As Local & Family History material is not for loan, items may be used in the library only.

Local & Family History material may be viewed within the library after the presentation of a current, valid library card.

The Local & Family History Collection has been added to the library catalogue system and is available via the online catalogue or from a library OPAC during normal library open hours.

Library members can request to view material from the Atherton collection at another branch. After viewing, the material will be returned to the home library.

Copies of some Local & Family History titles have been placed in the Adult Non Fiction collection. These items are available for loan by library members who have a current, valid Tablelands Libraries membership card.

Services and equipment available in the Local & Family History area may include photocopying, computer access, internet access, microfilm reader usage, quiet reading area, general reference assistance etc. Services and equipment varies across branches.

Copying may not always be available at branches.

Copying of material is subject to copyright conditions.

9. DONATIONS

TRC Library Service welcomes donations of photographs, diaries, letters, yearbooks, newsletters, family photos, documents, school celebration publications, commercial and voluntary organisation records and memorabilia.

Items supporting any aspect of the social, developmental or commercial history of our northern regions may be considered worthy to collect.

A donation form must be completed.

If an item is considered a valuable addition to the collection but the owner does not wish to part with it, library staff will consider creating a copy so that the original can remain with the owner.

Donations deemed as unsuitable will be returned to the donor or disposed of at the discretion of the Local & Family History Librarian.

10. LOCAL & FAMILY HISTORY SERVICES

The level of staff assistance provided for an enquiry is at the discretion of branch staff or the Local and Family History Librarian.

This level is dependant on staffing availability, the complexity and depth of the query and the volume of business at the circulation desk.

The level of service provided is outlined in the TRC Local and Family History Services Policy.

11. RESPONSIBILITY FOR USE OR INTERPRETATION OF INFORMATION

Neither Tablelands Regional Library Service nor Tablelands Regional Council accept responsibility for the final use, or interpretation, of the information provided to a library customer.

While Tablelands Regional Library Service endeavours to provide resources from reputable and authoritative sources, it is the responsibility of each customer to personally assess the validity, accuracy and currency of the information they use.

12. ASSOCIATED DOCUMENTS

- Tablelands Regional Library Local & Family History Services Policy
- Tablelands Regional Library Collection Development Policy
- Tablelands Regional Library Interlibrary Loans Policy
- Tablelands Regional Library Public Internet Use Policy
- Tablelands Regional Library Social Networking Policy
- Procedures – Accessing Local & Family History Items
- Procedure – Receiving Photographic Donations
- Procedure – Find My Past – Staff Information
- Form – Receipt of Donations of Local & Family History Items
- Form - Assignment of non-exclusive copyright for images
- Form – Local & Family History Inter-branch form
- Form - Local & Family History Access form
- Handout – Australian Birth, Death & Marriage Resources
- Handout – Helpful Family History Resources
- Handout – Newspapers
- Handout – Ancestry Notes
- Handout - Find My Past Notes
- Handout - Ordering a Microfilm from Family Search

13. REVIEW

It is the responsibility of the Coordinator Libraries to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed every three years or as required..

14. DISTRIBUTION REGISTER

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This policy is to remain in force until otherwise determined by Council.