Edited extract from

COLLECTION DEVELOPMENT POLICY
2006
UNPUBLISHED ARCHIVAL & PICTORIAL
SOUTH AUSTRALIANA

ARCHIVAL

Priorities for collection

The State Library seeks personal, family, society and business records which document the social, cultural, economic and political history of South Australia.

Priorities for continued selective development:

- Past and present experiences of Aboriginal Australians
- Cultural (Performing Arts and Literature)
- Architectural plans and drawings
- Significant Church & Society records
- Major economic activities not well represented
- South Australian political parties and groups

Priority subjects for targeted development:

- Experiences of migrant and refugee groups
- Non-Christian religions in South Australia
- Experiences of war after 1945, including the home front and anti-war movements
- Water use and conservation
- Industries which are currently poorly represented, including information technology and defence

Exclusions

Social groups, sporting clubs, friendly societies and service clubs are well represented, as are agricultural, pastoral, wine and some manufacturing industries (particularly the automotive and white-goods industries). Additional records documenting these activities will only be collected if they are particularly significant.

The State Library does not collect state or local government records, which are the responsibility of State Records, or those created by the Commonwealth Government (which are collected by National Archives of Australia).

The State Library may collect personal papers of politicians, but not working papers (electoral office records for example) which are the province of State Records or the National Archives of Australia.

PICTORIAL

Images are selected for their documentary value, based on the need to provide unique South Australian visual information with known contextual details such as location, name of photographer, identification of individuals photographed and approximate date.
Collecting intentions

Unique images of all areas of South Australian social, cultural, political and economic history are sought with emphasis on:

- Depicting everyday work and leisure activities
- Architecture and townsces
- Images of notable events in the social and economic development of the state
- Women in public life
- The 1940s and 1950s
- Migrant experiences

The collection of images documenting the period after 1950 (and particularly after 1980) also requires development.

Exclusions

Images relating to South Australian Government corporate bodies are not collected and enquiries are directed to State Records. Items that document another state’s history are normally transferred to the most appropriate institution in that state.

Photocopies and newspaper cuttings are not accepted. Unidentified portraits and landscapes, and photographs which duplicate images already held are generally not collected.

Poor quality images will only be accepted if they contain unique and valuable information. Acquisition of the original negative is preferred where possible.

APPRAISAL

Appraisal is carried out by specialist staff with reference to the Collection Development Policy, in the context of existing collections and considering the staff time, storage and conservation, and other costs associated with acquiring and processing the records.

The appraisal process establishes whether an unpublished item or group of records contributes to documenting the social, cultural, economic, and political history of the state sufficiently to justify permanent preservation. Appraisal also determines the processing priority for material which is accepted.

Pictorial images are subject to appraisal based on the need to provide unique South Australian visual information with known contextual details such as location, name of photographer, identification of individuals photographed and approximate date.

LEGAL AGREEMENT

A legal agreement transfers custody of records to the Libraries Board of South Australia, which is the legal entity that holds all State Library collections on behalf of the Crown.

The agreement specifies any conditions the donor requires for access, copying and publication of donated material. In a minority of cases, where the records contain culturally sensitive or confidential information, access and copying may be embargoed or may only be possible with written permission from the donor.
Where possible, the State Library will seek to acquire copyright via the legal agreement in order to ensure that future researchers are not disadvantaged by an inability to locate the copyright holder in order to gain permission to quote extracts from the records.

ACCESS

The State Library prefers that no unnecessary restrictions on access (including online access to digitised/electronic donations) be imposed, but accepts that certain sensitive materials will require this and will ensure adherence to all such restrictions specified in legal agreements.

All archival material can only be viewed in the Mabel Somerville Reading Room. Offsite archival material can only be retrieved twice weekly and clients are advised to request these in advance.

EMBARGOS

In general, the State Library prefers that access is not restricted, but some records containing information that is private or sensitive may require an embargo period.