



**AIATSIS Library  
Collection Development Policy  
2005-2008**

**November 2005**

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# AIATSIS Library Collection Development Policy 2005 - 2008

## 1. Introduction

The aim of the AIATSIS Library Collection Development Policy is to:

- ♦ formalise the basis of collection building and archival practice
- ♦ inform staff, management, clients, and other libraries of the AIATSIS Library collection scope
- ♦ provide guidelines for staff involved in collection building
- ♦ guide other Australian libraries and collecting institutions, to enable collaboration and cooperation in the development of collections in the national interest

This policy is developed by the Library Director, Collection Managers, Client Services Manager and the Family History Unit, in consultation with staff and endorsed by the AIATSIS Council.

## 2. Background to the collection

The Library of the Australian Institute of Aboriginal and Torres Strait Islander Studies, in conjunction with the collections of the Audiovisual Archives, has one of the world's premier collections of materials relating to Aboriginal and Torres Strait Islander studies. As a research collection it contains both current and historical resources. This policy does not cover material held in Audiovisual Archives, which became a separate program in 1996.

The Library's collecting policy derives from the AIATSIS Corporate Plan. We aim to *develop, maintain and preserve well-documented archives and collections and to maximise access to these, particularly by Indigenous peoples, in keeping with appropriate cultural and ethical practices.*<sup>1</sup>

The Library's collection comprises both unpublished and published materials.

Published material held includes

- Books
- Journals
- Newsletters and newspapers
- Legislative and Parliamentary publications
- Government publications
- Court transcripts
- Microforms
- Posters
- Ephemera
- Kits
- Pamphlets
- Electronic documents and websites
- Annual reports

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<sup>1</sup> Australian Institute of Aboriginal and Torres Strait Islander Studies. AIATSIS Corporate Plan 2005-2007, AIATSIS, [2005], p. 3

- Bibliographies

Unpublished material held comprises:

- Manuscripts
- Diaries
- Field notes
- Theses
- Personal papers
- AIATSIS grantee reports
- Organisation records and papers

The Library collection excludes:

- Film and video
- Pictorial materials
- Recorded Sound

These are held in the Audiovisual Archives Program unless part of a Kit, in which case copies will be retained with the kit.

### **3. Selection Principles**

#### **3.1 Collecting aims**

The Library will continue to develop a collection documenting both current developments and the past history of Aboriginal and Torres Strait Islander peoples. The Library collection aims to support research in the major areas of Aboriginal and Torres Strait Islander studies, with particular strengths in anthropology, archaeology, family history, education theory and policy, languages and linguistics and art. This reflects the historical strengths of the collection.

Selection of new items for the collection is done by the Collection Managers, Client Services Manager for Reference material and the Family History Unit for family history material, in accordance with the aims outlined in this policy. Suggestions in accordance with this policy from AIATSIS staff and Library clients are given consideration by the Collection Managers.

Formats collected are books, serials, newspapers, unpublished works, microforms, kits, maps, electronic formats, ephemera and posters.

Selected non-Aboriginal and Torres Strait Islander material may be collected for comparative purposes.

The Library collects all AIATSIS publications.

The collecting depth which the Library maintains for any given subject may take into consideration the interests and expertise of other collecting agencies such as the National Library of Australia, the National Museum of Australia, Australian Institute of Criminology, Australian Institute of Health and Welfare, the Australian War Memorial, the National Gallery of Australia, and the Indigenous collection of the Library of the Department of Family and Community Services.

The Library does not generally collect objects or artifacts, however items may be retained if part of a larger document collection, or as part of ephemera.

### **3.1.1 Selection Tools**

Primary selection tools used by the Library are standing orders with Library suppliers, the internet, publishers' and retailers' catalogues, bibliographies, the National Bibliographic Database and other databases, conference trade displays and exhibitions, and suggestions from staff and clients.

### **3.2 Gifts, Bequests and Tax Benefits**

The AIATSIS Library is an eligible institution under the Commonwealth Government's Cultural Gifts Program which encourages gifts of significant cultural items to public art galleries, museums and libraries by offering donors a tax deduction for the market value of their gifts.

The AIATSIS Library welcomes gifts and bequests of rare books, field notes, personal papers and organisation's papers, which include a significant portion of Aboriginal and/or Torres Strait Islander content.

Collection Managers will assess whether a proposed gift or bequest fits within our collection development policy and will advise donors of the procedures to be followed in order to obtain the tax benefits, if such benefits are required. Collection Managers reserve the right to reject a proposed gift or bequest if it is not considered appropriate for our collection. Those items not considered for inclusion in the collection will either be returned, distributed according to the donor's wishes or referred to other libraries.

Information on the Cultural Gifts Program is available on the Internet at the Department of Communication, Information Technology and the Arts web site:  
[www.dcita.gov.au/arts/arts/cultural\\_gifts\\_program](http://www.dcita.gov.au/arts/arts/cultural_gifts_program) .

### **3.3 Deselection**

The archival nature of the collection and the strong emphasis on initial selection criteria means that deselection is not used as a significant way of managing the collection content. Where deselection is necessary the criterion for deselection is the relevance of the material to Aboriginal and Torres Strait Islander studies. The number of copies of individual items will also be used as a criterion for deselection.

#### **3.4.1 Disposal**

Methodology is dependent on the status of the collection as a government asset.

## **4. Library Clients and Types of Use**

Any person is entitled to use the collections of the AIATSIS Library, although there are limitations on the use of materials which are rare, culturally sensitive, valuable and/or fragile.

The collections are for Australian Indigenous peoples and the broader Australian and international communities. In addition to the service aims defined by the Corporate Plan, the collections also reflect and support the research functions of the Institute.

Preservation of the collection is always a consideration in determining its use. The appropriate Collection Manager will determine use of materials which are rare, valuable and/or fragile.

### **4.1 Access**

In accordance with the AIATSIS Corporate Plan, the Library aims to maximise access ... *in keeping with appropriate cultural and ethical practices*<sup>2</sup>. Manuscripts, microforms, rare books and materials of cultural sensitivity may have access restrictions attached to viewing and/or copying. The depositor in the case of manuscripts and microforms specifies these restrictions. Restrictions on rare books are in line with

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<sup>2</sup> Ibid. p. 3

conservation and archival practice. Restrictions on culturally sensitive materials are made on the advice of the appropriate Indigenous communities or individuals.

Procedures relating to access are at Appendix A.

The AIATSIS Library is a reference library and therefore items are not available for personal loan. The Library provides Inter Library Loans for books and a document delivery service. The Library also provides bibliographic access via Mura® (AIATSIS online catalogue), the AIATSIS thesauri ([www1.aiatsis.gov.au/thesaurus/](http://www1.aiatsis.gov.au/thesaurus/)) and a monthly list of materials catalogued by the AIATSIS Library ([www.aiatsis.gov.au/lbry/acqstns/prevacq.htm](http://www.aiatsis.gov.au/lbry/acqstns/prevacq.htm)). The Library also contributes records to Libraries Australia, the Register of Australian Archives and Manuscripts (RAAM) and ATSIROM online. Details of Library's services for local and remote users and how they can be accessed is on the AIATSIS website at [www.aiatsis.gov.au/lbry/index.htm](http://www.aiatsis.gov.au/lbry/index.htm)

## **5. Language**

Items selected are in the English language and in Aboriginal languages and Torres Strait Islands languages. Exceptions are for academic works only published in other languages in the area of Aboriginal and Torres Strait Islander studies. Preference is given to English translations of academic works published in other languages if available.

## **6. Subject Areas**

Subject areas within the broad spectrum of Aboriginal studies and Torres Strait Islander studies which collected are outlined below.

### **6.1 Anthropology**

Published material relating to Aboriginal and Torres Strait Islander cultures and societies is collected comprehensively. Field notes and manuscripts including theses are especially sought. Commercial survey reports are accepted, but not actively sought. Major works in the field not dealing specifically with Aboriginal and Torres Strait Islander material are collected selectively, if they contribute to significant changes in the field of study.

### **6.2 Archaeology and Prehistory**

Published material relating to Aboriginal and Torres Strait Islander archaeology and prehistory is collected comprehensively. Field notes and manuscripts including theses are especially sought. Commercial survey reports are accepted, but not actively sought. Major works in the fields not dealing specifically with Aboriginal and Torres Strait Islander material are collected selectively, if they contribute to significant changes in the field of study.

### **6.3 Arts**

Material related to Aboriginal and Torres Strait Islander participation in all forms of the arts is collected. Policy documents and major reports on the arts which have implications for the Aboriginal and Torres Strait Islander sector are collected.

The Library collects exhibition catalogues, brochures, as well as posters and programs for performances. Material collected relates to both community and professional levels of performance and artistic expression. Collecting in this field is inevitably selective, however the collection aims to be geographically representative.

### **6.3.1 Visual Arts**

The Library collects exhibition catalogues, auction catalogues, reference works and other major publications comprehensively. The Library attempts to be as comprehensive as possible as regards serial articles published outside the major journals.

### **6.3.2 Creative Writing**

Published fiction, drama and poetry by Aboriginal and Torres Strait Islander authors are collected. Original manuscripts of published authors are collected where they have research value and particularly where they reveal the creative process and/or the literary, political or social milieu. Original manuscripts published by Aboriginal Studies Press are collected and housed in the manuscript collection. Works of imagination by non-Indigenous authors are collected if they have strong Indigenous themes or characters, or are heavily discussed by commentators on Indigenous literature. Similarly, commentaries and analyses of Indigenous creative writing are also collected.

### **6.4 Business**

Material relating to Indigenous business enterprises is collected. Commercial in confidence material is acquired only if it is likely to have significant research value [and access conditions can be firmly established](#).

### **6.5 Communication**

Material about telecommunications and use of communications technologies (satellites, cable TV, the Internet etc) by Aboriginal and Torres Strait Islander communities is collected.

### **6.6 Demography and Statistics**

Material in hard copy relating to population censuses, and other statistical surveys, which specifically documents Aboriginal and Torres Strait Islander life, is collected. General Australian statistical publications are collected for their comparative value. Resources do not permit the acquisition of primary ABS data. The acquisition of statistical material in electronic format is kept under review.

### **6.7 Economics**

Material on the economic activities and situation of Aboriginal/Torres Strait Islander peoples, households, or communities are collected.

### **6.8 Education**

Both theoretical and applied materials about all levels of education for and by Aboriginal and Torres Strait Islander peoples are collected. Examples of educational material (including kits and electronic multi-media products) produced for Aboriginal and Torres Strait Islander students are collected. State and Commonwealth government policy documents and state curriculum support documents are collected. Journals, newsletters and other serial material produced by and for Aboriginal and Torres Strait Islander peoples are collected.

### **6.9 Environment**

Material on Indigenous knowledge relating to the environment is collected. Material related to Indigenous interaction with the environment is collected.

### **6.10 Government Policy**

Documents related to existing, new or proposed government policies affecting Aboriginal and/or Torres Strait Islander peoples at Federal, State or regional level are collected. More localised material is collected selectively and depending on availability. The collection aims to be geographically representative. Annual reports for Federal and State departments with a responsibility for Indigenous affairs are collected.

Indigenous policy from political parties is collected selectively.

## **6.11 Health**

Major published material in books and serials is collected. Unpublished reports are collected selectively, and depending on availability. There is a preference for works by Indigenous health organisations and primary research material.

## **6.12 History**

Material related to Aboriginal and Torres Strait Islander history, whether Australia-wide, regional or local is collected. There is a particular effort to collect works by Aboriginal and Torres Strait Islander authors.

### **6.12.1 Biography and Family History**

All published biographies, autobiographies, and family histories of Aboriginal and Torres Strait Islander peoples or families are collected. Biographies, reminiscences and memoirs etc. of non-Indigenous people are collected if they contain significant information on Aboriginal or Torres Strait Islander matters and unpublished family and individual histories are acquired.

Biographical material in other repositories are copied with due regard for appropriate access conditions. Records from non Government and Government agencies are targeted for material relating to Aboriginal and Torres Strait Islander Communities and members. Births, Deaths and Marriage registration lists with continual up-dates from each State and Territory are collected. Also finding aids and indexes, cemetery transcripts and other historical material are acquired.

### **6.12.2 Local History**

Local histories such as those typically put out by historical societies are collected if they contain significant Aboriginal or Torres Strait Islander content.

## **6.13 Land Rights and Native Title**

Published Australian works (and ephemeral items such as posters) from all viewpoints are collected. Unpublished material of high research importance is collected selectively.

Publicly available transcripts of court and tribunal proceedings and other material related to particular claims is copied or acquired on the basis of funds availability and research importance.

The Native Title Research Unit at AIATSIS may assist in recommending items for the collection .

## **6.14 Legal Issues**

### **6.14.1 Legislation**

Commonwealth legislation and State legislation directly relevant to Aboriginal and Torres Strait Islander peoples has been collected in paper format until 1997. From 1998 onwards relevant Commonwealth legislation continues to be collected in paper format and State legislation is available on-line through searching Scalegplus at [http://www.austlii.edu.au/au/legis/cth/num\\_act/](http://www.austlii.edu.au/au/legis/cth/num_act/)

In 2006 all the state and Commonwealth legislation mentioned in the *Bringing Them Home* report will be available online from the library's internet pages. This has been a major undertaking of the Digitisation Unit, with the assistance of the National Library of Australia. The project has been a major collection building exercise and will make important legislation available online at one site.

### **6.14.2 Legal System**

Commentary and other material on the western legal system and particular laws in so far as they affect Indigenous Australians, is collected, as is material on Australian Indigenous law. Transcripts of court and similar proceedings are collected, where they have wide relevance and if funds permit. If this material is

available on-line it is catalogued on Mura®. The activities of Indigenous Legal Services and similar are documented. Material relating to the criminal justice system is collected with due concern to personal privacy.

## **6.15 Linguistics**

Material on descriptive and applied linguistics relating to Aboriginal and Torres Strait Islander languages is collected. Theoretical material is collected selectively on the advice of the relevant Collection Manager, in consultation with linguists on staff at AIATSIS.

### **6.15.1 Aboriginal and Torres Strait Islander Languages**

Published and unpublished material in Aboriginal and Torres Strait Islander languages including creoles are collected. These may comprise readers, dictionaries, grammars, linguistic analysis and works of the imagination. This material makes up the Australian Languages Collection, held in the closed stacks.

## **6.16 Sport**

Published and secondary source material relating to Aboriginal and Torres Strait Islander sports people and sporting activities is collected representatively.

## **7. Format considerations**

### **7.1 Books**

Hardback and paperback formats are collected depending on cost. Hardback editions are preferred in the case of large format books and frequently consulted reference tools.

### **7.2 Serials**

Serials are collected in the above subject areas. Requests for new serials are carefully considered. Where the availability of funds for new serials prevents subscriptions, particularly to electronic journals, relevant articles from these sources are collected individually.

### **7.3 Electronic Formats**

Material relating to Aboriginal and Torres Strait Islander peoples and culture on CD ROM, disk, or the internet is collected.

CD-ROMs and disks are housed in the Library's closed stacks to ensure the best possible conservation outcome. CD ROM reference tools that include networking capacity are preferred where cost is not a factor. Published CD-ROMS are networked where possible for staff and client use within the AIATSIS building or are available on a standalone PC in the Library's Stanner reading room.

Online services will be assessed for their cost benefit over other sources of information. Use of the "free services" available via the internet will be actively pursued. As a general rule services which allow for unlimited use for a "flat" charge rather than those with minimum monthly fees are preferred.

Obtaining e-journals in areas of professional interest is supported where funding permits.

Internet sites are added to the Library's web page and/or linked to a catalogue record. The AIATSIS Library is a Partner in the National Library's Pandora Project. Further information on the Pandora Archive may be found at <http://pandora.nla.gov.au/index.html>. The AIATSIS Library selection guidelines for archiving on to Pandora are at <http://pandora.nla.gov.au/partners.html#AIATSIS>.

### **7.3.1 AIATSIS Digitisation Program 2005-2008**

The AIATSIS Digitisation Program is funded for three years by the Department of Education, Training and Science. The aims of the Library Digitisation Program are to

- digitise for preservation
- digitise for access
- build the collection through cooperative agreements with other libraries to digitise material not held by the AIATSIS Library.

### **7.4 Newspapers**

Aboriginal and Torres Strait Islander newspapers are collected, retained and indexed selectively. Access to current Australian newspapers is via Proquest, available internally to staff and clients on the personal computers.

### **7.5 Ephemera**

The emphasis is on paper-based ephemera. Items particularly sought are leaflets expressing political or social concerns, invitations to art exhibitions, exhibition, performance or cultural festival fliers and brochures etc. documenting the role of Aboriginal and Torres Strait Islander peoples. T-shirts, tea towels and badges have been accepted in the past and form part of the collection. Items are not actively collected but are accepted and added to the collection, as the opportunity arises.

### **7.6 Posters**

Posters are depicting political, social or cultural issues or events are collected. Priority is given to posters produced by Indigenous organisations. Donations of posters and calendars are welcomed.

### **7.7 Rare Books**

Items dealing with all aspects of Aboriginal and Torres Strait Islander studies are included in the rare book collection on the basis of any or all of the following four criteria:

1. The age of the item (as a general rule this could be items older than 50 years)
2. The rarity of the item (more contemporary limited edition items)
3. The cost of the item
4. Sensitivity of the material for Aboriginal and Torres Strait Islander communities and individuals.

### **7.8 Manuscripts**

The Library seeks relevant unpublished works, such as personal papers, diaries, field notes etc, of Aboriginal and Torres Strait Islander peoples, and of non-Indigenous people if they contain significant information on Aboriginal and Torres Strait Islander peoples and/or issues.

#### **7.8.1 Collections of personal/organisational papers**

The Library collects papers from organisations and individuals, particularly those from Indigenous people, and those with national significance in Aboriginal and Torres Strait Islander affairs.

#### **7.8.2 Theses**

The Library seeks theses at Doctoral or Master level from Australian and Overseas universities. Theses for other degrees including Honours level where considered by the Collection Managers to be of high research importance, for community and/or academic research, are also sought.

### **7.9 Microforms**

The Library collects material on microfiche and microfilm on Silver Halide as a master copy and Diazo as use copy. The Library does not collect items on Vesicular film unless there is no alternative.

## **7.10 Pamphlets**

Items of 60 pages or less are added to the pamphlet collection.

The Library may copy, in accordance with the Copyright Act, periodical articles and like materials from collections of other libraries for inclusion in the Institute's collection of pamphlets.

## **7.11 Reference Collection**

Titles which can be consulted for bibliographic or factual information and which meet both the general and specific criteria set out in this policy, are kept in the Reference Collection. Dictionaries, encyclopaedia, handbooks, surveys and other materials are added to the Reference Collection where relevant. Core academic reference works published in other subject areas are selected where they provide fundamental bibliographic access to, or an introductory overview of, an academic discipline.

The aim is to acquire and retain works which are currently the most authoritative in their fields. The collection is kept up-to-date by the acquisition of new materials and the de-selection of superseded items.

## **7.12 Professional Development Collection**

This collection is primarily to support the work of staff of the Institute. It contains, but is not restricted to, material on public service management and finance, librarianship, museology and archive management, information technology and personal development materials. The chief source of suggestions is Institute staff, who are actively encouraged to recommend materials. Materials which may be regarded as working tools and are required to be permanently lodged in a single department are not purchased.

## **8. Preservation Activity**

The Library seeks to maximise the preservation of its collection through

- 1) management of the environment
- 2) management of storage and handling
- 3) conservation of the physical object
- 4) digitisation of material for access

### **8.1 Rare Books**

Primary conservation focus is placed on the preservation of the physical item. This includes:

- 1) the purchase of facsimiles for use in place of the original publication;
- 2) the provision of a storage environment consistent with contemporary conservation standards;
- 3) the provision of a digitisation on demand services for copying of rare books or pamphlets.

Requests for digitisation of original material must be cleared by the relevant Collection Manager.

### **8.2 Books, Pamphlets and Serials**

Primary conservation focus is placed on the preservation of the physical item. This includes:

- 1) binding of paperbacks and pamphlets to appropriate conservation standards, based on projected use and importance of the work;
- 2) the provision of storage environment consistent with contemporary conservation standards;

### **8.3 Manuscripts**

Primary conservation focus is placed on the preservation of the physical item. This includes:

- 1) photocopies of manuscripts are used in preference to the original item where available;
- 2) the provision of storage environment consistent with contemporary conservation standards;

- 3) digitisation of an original manuscript if it is at risk.

#### **8.4 Electronic Formats**

Primary conservation focus is placed on the preservation of the information. This includes:

- 1) printed hard copies
- 2) the provision of storage environment consistent with contemporary conservation standards
- 3) archiving on to the National Library of Australia's Pandora website (<http://pandora.nla.gov.au/index.html>).
- 4) Archiving on the AIATSIS digital archive management system

### **9. Review of the Collection Development Policy**

This Collection Development policy will be reviewed every 3 years. This will next occur by July 2008.

## **BIBLIOGRAPHY**

Australian Institute of Aboriginal and Torres Strait Islander Studies. 1998-2000 AIATSIS Corporate Plan 2005-2007, AIATSIS, [Canberra 2005].

# APPENDIX A

## Procedures for Access to restricted Material in the Library.

### 1) Purpose:

This document outlines the access procedures to be observed by clients of the library of the Australian Institute of Aboriginal and Torres Strait Islander Studies when requesting access to restricted material held in the library.

These restrictions may relate to the use of the item i.e. whether you may read them

### 2) Background considerations:

2.1 Opinion from the Attorney-General's Department on the legal status of the manuscript and other unpublished material that has been lodged with the Institute for deposit in the AIATSIS Library and Archives is that the Institute holds the material on behalf of the depositor and acts as a bailee [AIATSIS file ref: 1995/139(1): folio 66- section 14].(see ATTACHMENT A) This does not apply to material purchased by the Institute in its own right or material produced under contracts which grant the Institute rights of ownership (see for example Grants Agreements)

#### **The Institute DOES NOT OWN this material.**

2.2 The wishes of the depositor in regard to access can only be overridden by a subpoena or under some other legal instrument.

2.3 Failure to uphold the wishes of the depositor would open the Institute to potential action by the depositor or their estate.

Under section 41(1) of the Australian Institute of Aboriginal and Torres Strait Islander Studies Act 1989

*Where information or other matter has been deposited with the Institute under conditions of restricted access, the Institute or the Council shall not disclose that information or other matter except in accordance with those conditions.*

NOTE: Under Section 41(2) of the Act

*The Institute or the Council shall not disclose information or other matter held by it (including information or other matter covered by subsection (1)) if that disclosure would be inconsistent with the views or sensitivities of relevant Aboriginal persons or Torres Strait Islanders.*

The Library acknowledges its duty to communities under Section 41(2) through the depositor's knowledge of the circumstances under which the material was collected and those who have rights to it. This procedure recognises the difficulty which the library faces in defining the "relevant Aboriginal persons or Torres Strait Islanders" without the guidance of the depositor or a nominated representative body.

2.4 The Institute's right to modify the deposit conditions if a difficulty in contacting the depositor arises or in the event of their death is only possible if a case for abandonment can be made before a court. This will be difficult to demonstrate if the material has been deposited on the understanding that it would be well cared for. (See ATTACHMENT A).

### **3) Codes denoting restrictions:**

- 3.1 Depositor's permission - Available only to people authorised by the Depositor – (R2a Closed access )
- 3.2 Principal or depositor's permission - Available only to people authorised by the Depositor or the Principal – (R2b Closed access)
- 3.3 Library Director's permission – Indicates that the item was available to users accredited by the Internal Committee on Options and Copyright, or appointees of that Committee. As the Committee no longer formally exists, these items are now referred to the Library Director for permission – (A2 Closed access)
- 3.4 Depositor's permission – Available only to people authorised by the Depositor – (A3a Closed access)
- 3.5 Principal or depositor's permission – Available only to people authorised by the Depositor or the Principal – (A3b Closed access)

NOTE: There are no standard restriction options on the new deposit forms – please read the forms carefully

### **4) Guidelines for seeking access to restricted material**

- 4.1 Intending visitors should sort out their permissions before setting out for AIATSIS. This can be done by checking Mura® (the online catalogue) at [www.aiatsis.gov.au](http://www.aiatsis.gov.au) under Library. Most items have an indication of their access conditions in the record.

NOTE. There are frequently two separate forms of access:- use i.e. reading and note taking ; and copying or quoting. You will need to ensure you have the correct permissions to cover whatever you need to do.

- 4.2 If the access statement is ambiguous ask the Reference Librarians for advice. They can be reached by email [ref@aiatsis.gov.au](mailto:ref@aiatsis.gov.au), by telephone on 02 62461182 or by fax on 02 62461113. They can also assist with contact advice when seeking permission for access.
- 4.3 All manuscript material is kept on closed access. When requesting any manuscript a request card (available in the reading room) is filled in with your details ,the call number author and title. Materials are retrieved at regular intervals each day. A form in the front of each item must be signed to acknowledge your acceptance of any restrictions.

### **5) Acceptable forms of permission**

The preferred form of permission in order of preference:

- 5.1 A statement of permission defining the limits of access, designating the item, the requestor's name and the bearing the signature of the depositor or where appropriate a formally nominated representative (letter, written statement and fax acceptable).
- 5.2 A general statement of permission to have access to works by the depositor held in the Institute library, including the requestor's name and bearing the signature of the depositor. (Letter, written statement and fax acceptable).

### **6) Acceptable in special contexts**

- 6.1 For overseas depositors - A statement of permission defining the limits of access, designating the item, the requestor's name and the name of the depositor but not the signature (acceptable in email form only – must also be associated with an individual email address and be consistent with the depositor's past practice).\*

\*Note: In the case of an email permission there needs to be a chain of connection between the email address and the depositor - a) a written statement from the depositor indicating an email address, b) a written permission following an email contact or c) an email address which is clearly designated as the individuals or institutions.

6.2 A general statement of permission to have access to works by the depositor held in the Institute library, bearing the signature of the depositor. (Letter, written statement and fax acceptable). \*\*

\*\*Note: This form of statement is a statement changing the general access conditions of the material as a whole.

## 7) Unacceptable permission forms

7.1 Statements by requestors in any form claiming to have the permission of the depositor unsupported by any form of acceptable permission.

7.2 Phone conversation or recorded message. Phone conversations may be used to establish initial contact and to establish the depositor's wishes. They should be followed by a brief statement of the conversation being forwarded to the depositor with a request for confirmation in the form of a signature.

7.3 Acceptable permission forms not presented by the person named in the document unless there is written evidence that this is the intention of the depositor.

## 8) Procedures

8.1) **Depositor's permission:** - Requestor's who have not obtained permission should be informed by reference desk staff of the following:

- 8.1.1 the appropriate permission requirements;
- 8.1.2 provided with a means of contacting the depositor.

8.2) Where requestor's have obtained permission. The reference desk staff should:

- 8.2.1 place permission on file;
- 8.2.2 ensure that the requestor sign the acknowledgement of the conditions form in the front of the item.

**NOTE: The responsibility of contacting the depositor will primarily be that of the requestor.** This is to avoid the misrepresentation of the requestor's reasons for seeking permission. However, it is recognised that circumstances may arise where the requestors seek the assistance of the library staff in representing their request to the depositor. In accordance with current practice, the Native Title subject Unit will seek permissions on behalf of the requestor if required.

8.3 **Principal or Depositor's permission** – the choice of either is dependent on the most expeditious procedure. If the depositor's permission is sought follow the procedures outlined in section 5.1. If the Principal's is sought:

- 8.3.1 fill out the form provided at the reference desk. The form is to include a brief statement of the requestor's background and reasons for seeking permission. (See ATTACHMENT B)
- 8.3.2 deliver request as expeditiously as possible to the Principal's office

- 8.3.3 place permission bearing the signature of the Principal\* on file
- 8.3.4 ensure that the requestor sign the acknowledgement of the conditions form in the front of the item

\* Note: only the Principal's permission is acceptable – there is no substitute unless there is an explicit statement of transference is made in the case of the Principal's absence.

#### **8.4 Material in Men's and Women's Cupboard**

- 8.4.1 View acceptable permission form
- 8.4.2 Place the requestor in a private viewing room.
- 8.4.3 Ask the Collection Manager responsible to confirm the suitability of the permission form
- 8.4.4 Collection manager will retrieve the material or designate a more acceptable person to retrieve the material.\*
- 8.4.5 Material to be viewed in a closed room and returned to the person responsible for the material.
- 8.4.6 Ensure that the requestor sign the acknowledgement of the conditions form in the front of the item
- \*NOTE: An acceptable person is defined by gender (male for the men's and female for the women's), age and seniority. Preferably the responsible collection manager or the senior member of staff. If the collection manager is unavailable the following persons should be contacted: another collection manager (if male), head of reference section (if male), senior member of research (if male), Deputy Principal (if male); Women – collection manager (if female), head of reference section (if female), senior member of research (if female), Deputy Principal (if female).