



## Special Collections Development Guidelines

Version	Approved by	Approval date	Effective date	Next full review
1.0	UNSW Canberra Rector	02 July 2018	02 July 2018	June 2020
<b>Guideline Statement</b>				
<b>Purpose</b>	These Development Guidelines outline the collecting principles of the UNSW Canberra Special Collections.			
<b>Scope</b>	UNSW Canberra Special Collections staff; UNSW Archives staff; and staff of UNSW Canberra Academy Library and the Main Library, Kensington			
<b>Are Local Documents on this subject permitted?</b>	<input type="checkbox"/> Yes, however Local Documents must be consistent with this University-wide Document.			<input checked="" type="checkbox"/> No
<b>Guideline</b>				

### UNSW Canberra Special Collections Purpose and Objectives

The UNSW Canberra Special Collections provide research resources that support the needs of staff and students of the University of New South Wales, and also serve the research interests of external users inc

The UNSW Canberra Special Collections provide research resources that support the needs of staff and students of the University of New South Wales, and also serve the research interests of external users including alumni, members of other Australian universities and the Australian community, and international researchers. The Special Collections include manuscript collections reflecting ongoing and identified research interests of the University, particularly those of UNSW Canberra, and rare or significant books and publications.

### Development principles

Where collection development of the UNSW Special Collections is undertaken, it aims to:

- Support the broader research, teaching and community engagement aims of the University of New South Wales, especially the Canberra campus;
- Enrich or complete established holdings;
- Enable connections among the existing UNSW Canberra collections;
- Collect material considered of sufficient research significance and cultural value to attract usage.

UNSW Canberra accepts collection materials only through donations that fulfil the aims listed above, and according to priorities established for the Collections. Materials that do not fall into the existing collecting priorities may be accepted in response to and anticipation of changing research needs and interests. Material may be acquired or purchased in exceptional instances determined of to be of acute importance.

In evaluating a prospective addition to the Collections, UNSW Canberra Special Collections also considers the availability of appropriate facilities and the associated costs of processing, housing, preserving and providing long term access. Acquisition of collections proceeds under the direction of the Associate Dean Special Collections, reporting to the UNSW Canberra Rector.

## Scope of Collections

### Current collecting priorities

Current collecting focus is on:

- 1.1.1. unpublished manuscript materials that further research and engagement with histories of war and conflict in Australia and the region;
- 1.1.2. Australian political history post 1990, with special regard to the Howard government years; and
- 1.1.3. Australian literary, performance, film and television history of the last forty years.

### Referring material

Offers of material unable to be accepted may be referred to other collecting institutions with strengths in these areas. Offers of published materials will be referred to the Academy Library at UNSW Canberra for consideration.

### Official and personal papers from UNSW Canberra

Official records of the University of New South Wales are held in the UNSW Archives, except in the case of high use UNSW Canberra and ADFA publications such as Degree Conferrals and parade programs, Handbooks and Yearbooks. Refer to the UNSW Archives Acquisition Guidelines:

<https://www.gs.unsw.edu.au/policy/documents/archivesacquisitionguideline.pdf>

The personal papers of UNSW Canberra scholars are considered on a case by case basis and will only be accepted where they meet the above criteria and contribute further to the understanding of the identified strengths of the collections.

### Formats

UNSW Canberra Special Collections collect material in formats including hand-written and typed manuscripts, archives, original photographs, ephemera and promotional materials, architectural plans, maps, audio-visual materials and electronic files. Rare books are no longer collected excepting in cases with strong connection to existing collections. Realia and artworks are not collected in their own right.

## Material not accepted

The following types of items are not accepted:

- Material that falls outside the scope of the principal collecting areas
- Badly damaged, mouldy or insect damaged items
- Duplicates and photocopies, excepting where documenting an individual's research or interests in exceptional ways (e.g. through extensive annotation)
- Financial records and 'housekeeping' sundries of little research value, such as receipts and cheque stubs
- Cards, mass produced without personal messages (e.g. Christmas or birthday cards)
- Audio visual material in certain obsolete formats such as 16 mm film. These items can be donated to the [National Film and Sound Archive](#) who have suitable cool room storage facilities.
- Obsolete data formats such as floppy discs. These items can be donated to the [National Library of Australia](#) who have a digital migration and preservation capability.

- Government records created during the course of business, or related to the position the person held in government. These are classed as Commonwealth or State or Territory Government records and are the responsibility of the [National Archives of Australia](#) or [Territory Records](#) or other State Records, excepting where special agreement has been reached with such institutions.
- Material from donors seeking to establish unreasonable or substantial access restrictions.

## Guidelines for Donors

### Donating collections

Donors must be willing to give collections outright. Collections can be accepted under the Cultural Gifts Program (CGP) if criteria are met, and donors may be requested to pay the associated costs of this (e.g. for multiple valuations by accredited valuers).

Donors and/or UNSW Canberra Schools may be requested to provide funding to cover or contribute towards the costs associated with acquiring and processing the collection (e.g. transport, cataloguing, preservation, digitisation).

### Procedures for donors

Detailed procedures for donors are provided on our 'Advice for Donors' page on the Special Collections webpage: <https://www.unsw.adfa.edu.au/library/special-collections>

#### 1.1.4. Appraisal and Selection

Appraisal and selection are guided by the Special Collections Development Guidelines. A physical and intellectual appraisal is conducted by specialist staff, with reference to the physical condition of the collection/s; subject significance and uniqueness; relationship and context to existing collections and extent. This may require a visit to the location of the collection (e.g. at donor's house) and selection may entail only partial acceptance. The process can be helped by supply of photographs of boxes and content beforehand.

#### 5.2.2 Terms of Deposit

The Terms of Deposit Form is a legal agreement that transfers ownership, custody and management of the donor's collection to UNSW Canberra Special Collections. The form is applicable to all donations including outright gifts, purchases and donations under the tax incentive scheme. The agreement specifies the conditions for access and copying of the collection.

#### 5.2.3 Copyright

Where possible, UNSW Canberra Special Collections will seek to acquire the copyright (license) outright in order to ensure that future researchers are not disadvantaged by an inability to locate the copyright owners.

Accountabilities	
Responsible Officer	Associate Dean Special Collections
Contact Officer	Special Collections Curator
Supporting Information	

<b>Legislative Compliance</b>	This Guideline supports the University's compliance with the following legislation: <i>Archives Act 1983</i> <a href="https://www.legislation.gov.au/Details/C2016C00772">https://www.legislation.gov.au/Details/C2016C00772</a> <i>Copyright Act 1968</i> <a href="https://www.legislation.gov.au/Series/C1968A00063">https://www.legislation.gov.au/Series/C1968A00063</a>			
<b>Parent Document (Policy and Procedure)</b>	Special Collections Management Plan			
<b>Supporting Documents</b>	Special Collections Access Procedures <a href="https://www.unsw.adfa.edu.au/library/special-collections">https://www.unsw.adfa.edu.au/library/special-collections</a> Special Collections Advice for Donors <a href="https://www.unsw.adfa.edu.au/library/special-collections">https://www.unsw.adfa.edu.au/library/special-collections</a> UNSW Archives Acquisition Guidelines <a href="https://www.gs.unsw.edu.au/policy/documents/archivesacquisitionguideline.pdf">https://www.gs.unsw.edu.au/policy/documents/archivesacquisitionguideline.pdf</a>			
<b>Related Documents</b>	Cultural Gifts Program guides as available at: <a href="https://www.arts.gov.au/funding-and-support/cultural-gifts-program">https://www.arts.gov.au/funding-and-support/cultural-gifts-program</a> Collection Development Policy for the UNSW Canberra Library: <a href="http://www.unsw.adfa.edu.au/library/sites/library/files/uploads/Collection-Development-Policy-Revised-March-2017-Final.pdf">Http://www.unsw.adfa.edu.au/library/sites/library/files/uploads/Collection-Development-Policy-Revised-March-2017-Final.pdf</a> UNSW Code of Conduct: <a href="https://www.gs.unsw.edu.au/policy/documents/codeofconduct.pdf">https://www.gs.unsw.edu.au/policy/documents/codeofconduct.pdf</a> UMAC Resolution on the Protection of University Collections (2013) <a href="http://umac.icom.museum/wp-content/uploads/2017/07/UMAC-Resolution-on-protection-of-University-collections-final-version.pdf">http://umac.icom.museum/wp-content/uploads/2017/07/UMAC-Resolution-on-protection-of-University-collections-final-version.pdf</a> UMAC guidelines: <a href="http://umac.icom.museum/wp-content/uploads/2017/05/28-08-2007-UMAC_Guidelines.pdf">http://umac.icom.museum/wp-content/uploads/2017/05/28-08-2007-UMAC_Guidelines.pdf</a>			
<b>Superseded Documents</b>	Nil.			
<b>File Number</b>	[For Governance Use]			
<b>Definitions and Acronyms</b>				
<b>ADFA</b>	Australian Defence Force Academy			
<b>UMAC</b>	University Museums and Collections			
<b>CGP</b>	Cultural Gifts Program			
<b>Revision History</b>				
<b>Version</b>	<b>Approved by</b>	<b>Approval date</b>	<b>Effective date</b>	<b>Sections modified</b>
##	[to be completed]	[to be completed]	[to be completed]	[to be completed]

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