

# DRAFT LIBRARY ARCHIVES POLICY 2020



<b>Policy type</b>	Council		
<b>Authorised by</b>	Executive		
<b>First adopted</b>	<i>Adoption date</i>	<b>Minute reference</b>	<b>Not applicable</b>
<b>Review date</b>	This policy will be reviewed every five years or earlier if necessary.		

## 1. PURPOSE

- 1.1 To define the professional and institutional standards to which the Library Archives:
- acquire collections
  - preserve collections
  - make collections available to the public

## 2. SCOPE

- 2.1 This policy applies to archive materials in analogue and digital format held by Tauranga City Libraries. This includes (but is not limited to): documents, photographs, books, maps, oral histories, artworks and material made publicly available on Pae Korokī.
- 2.2 The policy does not apply to material held in the general library collection.

## 3. DEFINITIONS

- 3.1 For the purposes of this document, the following definitions apply:

<b>Term</b>	<b>Definition</b>
Acquisition	Materials received by a repository as a unit; an accession.
Appraisal	The process of identifying materials offered to an archive that have enough value to be accessioned.
Archives	Materials created or received by a person, family, or organisation, public or private, in the conduct of their affairs and preserved because of the enduring value contained in the information they contain or as evidence of the functions and responsibilities of their creator, especially those materials maintained using the principles of provenance, original order, and collective control; permanent records. For the purposes of this policy, materials must be related to Tauranga or western Bay of Plenty.
Born digital	Information created in electronic format.

Conservation	Application of specific treatments carried out to protect collection items.
Deposit	To transfer records or other materials to a repository without transfer of title. Materials placed in a repository by such action.
Digital surrogate	A digital reproduction of a material object, such as a painting or a letter.
Documentary heritage	Documentary heritage is defined as comprising items that are: <ul style="list-style-type: none"> <li>▪ Moveable.</li> <li>▪ Made up of signs/codes, sounds and/or images.</li> <li>▪ Able to be preserved.</li> <li>▪ Able to be produced and migrated.</li> <li>▪ The product of a deliberate documentary process.</li> </ul>
Donation/Gift	Material, including title, that is transferred, without compensation, from one party to another.
Library Archives	Archives held by Tauranga City Libraries.
Loan	The temporary transfer of materials from one party to another.
Pae Korokī	Tauranga City Libraries' online platform for archive collections.
Preservation	Procedures and policies for the overall management and care of the collections.
Taonga	Are archive materials of Māori origin and includes all formats as defined in 2.1 of this policy.

## **4. PRINCIPLES**

- 4.1 The Library Archives reflect a partnership between Māori and Pākēhā built on the principles outlined in Te Tiriti o Waitangi.
- 4.2 The archives reflect Tauranga Moana and western Bay of Plenty's diverse cultural identities and perspectives and promote intercultural and intra-cultural understanding and perspectives.
- 4.3 As kaitiaki, the archives have a moral responsibility to safeguard the collections in their care. Such responsibility ensures longevity of collections and access to these diverse stories for future generations.
- 4.4 The archives ensure that acquisition, preservation and access align with tikanga Māori and are responsive to Māori, particularly with regards to taonga Māori collections.
- 4.5 The archives ensure that approaches to acquisition, preservation and access are guided by national and international standards.

## **5. POLICY STATEMENT**

### **5.1 Role and purpose of the archives**

- 5.1.1 The role of the Library Archives is to collect, preserve and share the diverse stories of Tauranga Moana for the benefit of the whole community – now and in the future.
- 5.1.2 The archives are a place to explore and make connections with the region and its community. The collections provide insight into ancestors and their memories left behind.

### **5.2 Geographical boundaries**

- 5.2.1 The Library Archives will primarily curate material relevant to the western Bay of Plenty subregion (Tauranga City Council and Western Bay of Plenty District Council areas).
- 5.2.2 In relation to collecting taonga Māori, tribal boundaries may be considered. The following guidelines help identify the wider collecting area.

Mai i Ngā Kuri a Whārei ki te ihu o te waka o Te Arawa ma te Awa o te Atua. Ka huri atu ki te tihī o Arapohatu o te pae maunga a Kaimai ki nga motu o te moana nui a Toi te Huatahi.

(From Waihi region to Maketū and beyond there to Matatā. From the summit of arapohatu including the range of mountains known as the Kaimai and the offshore islands of the Bay of Plenty).

- 5.2.3 The Library Archives will also collect material from elsewhere in New Zealand, the Pacific and the wider world which relates to Tauranga Moana and the western Bay of Plenty.

### **5.3 Acquisition and collection development**

- 5.3.1 The Library Archives comprise documentary heritage relating to Tauranga Moana and the western Bay of Plenty. Collections include:

- manuscripts and archives: personal papers, research papers and business papers, created by or pertaining to local individuals and organisations
  - photographic material: negatives, positives, prints and digital photographs
  - maps
  - oral histories
  - paper-based artworks
  - rare books
- 5.3.2 When a collection is offered for donation, other formats may be considered on a case-by-case basis.
- 5.3.3 Ongoing acquisition is essential to developing the Library Archives and maintaining its relevance and significance to Tauranga Moana and the western Bay of Plenty. The development of the archives is guided by the following:
- responding to customer and community demand and local interest
  - enhancing strengths and addressing gaps in the collections
  - ensuring material is of continuing relevance to the wider Tauranga Moana community
  - researching taonga Māori provenanced to the region
  - priority acquisitions identified and implemented as part of collecting plans.
- 5.3.4 Material may be added to the archives if it conforms to the criteria listed at schedule one to this policy.
- 5.3.5 If a collection is offered, the archives retains the right to refuse any part of it. The archives will not necessarily accept a bequest or any part thereof, based on the considerations at schedule one.
- 5.3.6 The archives may identify and remove unwanted items from a larger body of material as part of the acquisition or cataloguing process. This is often to remove duplicate material but may also involve removing material that does not meet the criteria at schedule one, is outside the scope of strategic collecting plans, or is not suitable for long-term preservation due to the physical condition of the materials
- 5.3.7 An appraisal statement is made clear when accepting donations and is included in the donation paperwork.
- 5.4 Preservation of archives**
- 5.4.1 The archives are securely stored in a fireproof, temperature and humidity-controlled environment that upholds tikanga Māori and international standards. Risks to the collection are mitigated through regular monitoring and assessment.
- 5.4.2 Digital material is backed-up and stored on secure servers.
- 5.4.3 The preservation and conservation needs of the archives are assessed at the point of deposit, throughout the cataloguing process, and when material is produced to customers in the library.
- 5.4.4 Preventive treatment, such as re-housing, is completed by staff in-house. Interventive treatment is outsourced to qualified conservators who are members of The New Zealand Conservators of Cultural Materials Pu Manaaki Kahurangi Incorporated (NZCCM).

- 5.4.5 Preservation copying is used to mitigate risks associated with handling of vulnerable collection items. In these cases, a digital surrogate, which is faithful to the original, is produced in place of the original. Surrogates are created according to appropriate standards for preservation and access. Due care is taken when transporting items for digitisation to ensure their safety, security and integrity.
- 5.4.6 Ongoing access to digital collections is ensured through rigorous digital-preservation processes that are guided by international best practice and standards.
- 5.4.7 The Library Archives maintains best practice plans and procedures to prevent, minimise, react to and recover from emergency situations that may damage both physical and digital collections.

## **5.5 Accessibility of archives**

- 5.5.1 Physical access to the Library Archives is only provided in the library, where standard-driven procedures are in place to guarantee the security of the collection.
- 5.5.2 Items from the Library Archives may be loaned to other institutions subject to a risk assessment. Prospective borrowers must meet all Conditions for Loans.
- 5.5.3 Access to born-digital items and digital surrogates is provided through Pae Koriki, Tauranga City Libraries' online platform for archive collections.
- 5.5.4 The Library Archives have a clear permissions and constraints framework within which the community can discover and re-use items. This framework ensures the rights and responsibilities of the researcher are communicated clearly:
- A kaitiakitanga statement is used to communicate the ethical and cultural parameters around access and re-use.
  - For works where copyright is likely to apply, but the rights owner is unable to be identified or traced after a reasonable search, a clear statement is provided to researchers, and strong 'take-down' procedure is in place.
  - Where no copyright restriction applies, the archives provide the items for use and reuse with a clear statement, but only after careful consideration of cultural and ethical issues.
- 5.5.5 All public access arrangements will ensure that agreements with donor and depositors are honoured. Carefully written acknowledgements also offer researchers – especially those discovering material from the archives through other channels – a clear route back to their original context.

## **6. RELEVANT DELEGATIONS**

- 6.1 The implementation of this policy is delegated to the Chief Executive or their sub-delegate.

## **7. REFERENCES AND RELEVANT LEGISLATION**

- Heritage New Zealand Pouhere Taonga Act 2014
- New Zealand National Library: Te Mauri o Te Mātauranga: Purihia, Tiakina! Principles for the Care and Preservation of Māori Materials
- New Zealand National Library Preservation Policy
- New Zealand National Library Collection Use and Reuse Policy
- The New Zealand Conservators of Cultural Materials Pu Manaaki Kahurangi Incorporated's Code of Ethics

- Auckland Libraries Māori Collection Management Policy
- The display and conservation of taonga Māori – establishing culturally appropriate display and conservation facilities: Mahi Māreikura – a work in progress, Hēmi Whaanga, Te Pua Wānanga ki te Ao (School of Māori and Pacific Development), Te Whare Wānanga o Waikato (University of Waikato), 2006
- BS 4971:2017 – Conservation and care of archive and library collections
- PAS 198:2012 – Specification for managing environmental conditions for cultural collections
- ISO 11799:2015 – Information and documentation – Document storage requirements for archive and library materials
- ISO 14721:2012 – Space data and information transfer systems. Open archival information system (OAIS). Reference model
- BS EN 16893:2018 Conservation of Cultural Heritage – Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections
- ISO/TR 19814:2017 – Information and documentation – Collections management for archives and libraries

## 8. ASSOCIATED POLICIES/PROCEDURES

- Tauranga Museum Collection Policy
- Conditions for Loans
- Digitisation Guidelines

## 9. SCHEDULES

### Schedule one: Acquisition Criteria

Acquisition criteria
Item is documentary heritage as defined in section 3.1 of this policy
Item is consistent with the collection development guidelines outlined in section 5.3 of this policy
The archives is able to meet the cost of acquiring, storing, managing, and making collection items accessible
The donor or depositor has declared their right to legal title
The material is unrestricted by conditions, except in special circumstances and with the approval of a member of Tauranga City Libraries' management team
The archives can provide appropriate conditions and proper care for the material in keeping with professionally accepted standards
The material was not illegally exported from its country of origin, or illegally imported into New Zealand
The material was not illegally obtained in New Zealand in breach of any law, international convention, of sound conservation principles, or in breach of ethical trust

The material is not physically hazardous. If material is offered which is considered by staff to constitute a threat to the physical integrity of existing collections, the archives must first assess any possible threat or danger to collections or human safety and accept the object only if appropriate action can be taken to make it safe.

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