

Introduction

The Local Studies Collection has been set up to collect, preserve and make available, documents and artefacts relating to the history of the Shire of Capel.

The Collection has been established and is developing under the auspices of the Council.

Purpose

1. To collect, preserve and make available, documents and ephemera relating to the history of the Shire of Capel.
2. To provide for the manner in which items for the collection shall be acquired, housed and recorded.
3. To provide for the manner in which items for the collection shall be accessed.

Policy statement

The acquisition of items commits the Shire, via the Local Studies Collection, to continuing expense and preservation. All potential items for acquisition are inspected by the Librarian to ascertain their relevance to the Collection. Acquisition guidelines are set out as part of this policy.

Items

1. Items relating to regions, people or activities within the Shire boundaries are collectable, regardless of their physical format. Formats may include, but are not limited to written records, images, tapes, videos, film, electronic media etc.
2. Items collected may be of either historical or contemporary interest.
3. Ephemera and memorabilia are of interest when they are unique to the Shire however, limited storage space allows for small items only. Items will be assessed as to their particular relevance to the Shire.

Records

1. Shire administrative records of an archival nature. The Collection will not include records required for short retention periods only.
2. Reference documents and items from the Shire of Capel Libraries, which already belong to the Shire of Capel, are relevant to the Shire and are not collected widely elsewhere.
3. Oral histories of the area.

Conditions of Acquisition

1. The Shire reserves the right to pass any items onto the Battye Library for very special protection, where it decides such action is necessary. Donors are notified of this action if possible.
2. All material acquired for the Local Studies Collection must have ownership transferred to the Shire. No items will be acquired as loans from a donor. All new material(s) acquired must be non-restrictive in nature and be accompanied by the correct permissions and documentation.
3. Acquisitions will be the responsibility of the Librarian.
4. The Librarian reserves the right to view all materials in the process of disposal from the Shire Records Department, for ongoing evidential purposes and possible inclusion into the Local Studies Collection.

Conditions of Access

1. Items from the Collection will not be available for loan. They must be used, under supervision, in the Ron Maidment Archives Room. Some items may be copied (if permissible), by arrangement with the Librarian or designated Archives Library Officer. Fees and Charges may apply.
2. Some items contain special conditions of use, and these conditions must be adhered to when using the Collection.
3. Residents and employees of the Shire of Capel will have access to the collection, without charge. Access will be by appointment.
4. Other persons may use the collection, by appointment. Distant enquiries which involve Shire employees may incur a cost.
5. Some Council records may be accessed under the Freedom of Information Act 1992. Some items may contain special conditions of use; fees and charges may apply.

Procedure

Department:	Community Services	Next review:	December 2022
Reviewer:	Librarian	Legislation:	
Adopted:	Minute SC0122, 19.01.99	Delegation:	
Amended:	Minute OC1120, 20.11.13 Minute OC1216, 16.12.15 Minute OC1017, 25.10.17 Minute OC011, 26.02.20	Risk:	
Policy ref #:		Version:	2