

1 Purpose

To assist staff in the selection and deselection of materials from the Local History collection, by communicating the framework and parameters for the collection's development.

Library collection development standards are essential components of effective public library collection management. Toowoomba regional libraries' collections are guided by the standards referred to in section 6.

The Local History collection is unique, in that it provides for a continuously developing library collection which documents, preserves and presents the historical and contemporary development of the local community. To ensure compliance with legislative requirements and Council strategies, a Local History specific standard is deemed necessary.

2 Scope and applications

This standard is applicable to the Local History collection of Toowoomba Regional Libraries, irrespective of an item's physical or digital location.

3 Principles

The Toowoomba Region has rich and entrenched history which Council seeks to document and make accessible to the public. The underlying principles of this standard is Council's Strategic Actions as per the Corporate Plan (2019 – 2024). This includes:

- 1.2.2 Provide contemporary library facilities and services across the region to support the community.
- 4.1.6 Continue to promote the region as a business, tourism, lifestyle and cultural destination.
- 5.2.2 Deliver contemporary customer experience that aligns with the expectations of our customers and community.

In addition to upholding the Corporate Plan principles outlined above, Council is committed to upholding the obligations in the *Human Rights Act 2019*.

4 Policy Content

4.1 Description of the collection

Toowoomba Regional Libraries' Local History collection consists of high quality contemporary and retrospective resources in various formats. The collection is recognised as having local, state, national and international significance and has a lasting and cumulative value.

The collection includes books, archival material, photographs, films, maps, microform and more. Access is provided on-site and online, with preservation items housed in a climate control facility.

4.2 Purpose of the collection

The purpose of the Local History collection is to provide a continuously developing library collection which documents, preserves and presents the historical and contemporary development of the local community.

4.3 Scope of the collection

The Local History collection consists of items deemed important in understanding the history and development of the Toowoomba region. Priority is given to items that are significant in understanding the region's social, cultural, political, economic, physical and environmental history.

To support this understanding and assist with interpretation, relevant items documenting the development of the wider geographical area can be included. Genealogical materials are also collected, to assist the community with family history research, and are not limited in scope to the Toowoomba Region.

4.4 Selection

Acquisitions of items will be done pro-actively and in-line with the Purpose and Scope of the collection.

4.4.1 All acquisitions

The following section principles must be considered for all acquisitions:

- 1 Relevance: Items must be relevant in relation to the collection's Purpose and Scope.
- 2 Duplication: Items should only be duplicated if it can enhance collection access.
- 3 Donor restriction: Any restriction on the use of items should be considered, and if too strict, not accepted into the collection.
- 4 Provenance and authenticity: Items with proven authenticity and provenance should be prioritised.
- 5 Significance: Items with significant historic, research and social value should be prioritised.
- 6 Responsible authority: Consider whether the Local History collection is the best fit for an item and refer to other institutions or organisations if considered more suitable.

4.4.2 Non-digital items

The following selection principles must also be considered for acquisitions of non-digital items:

- 1 Condition: Items should be in reasonable condition to be included in the collection without the need for specialised conservation treatment, unless considered significant enough to warrant the cost.
- 2 Space constraints: Consider whether we have the resources to store and care for the item.
- 3 Inherent value: Items with permanent inherent value to the region should be prioritised for collection, preservation, and retention. These might include the following:
 - First editions of local histories and biographies relevant to the area.
 - Original documents, pamphlets, maps and manuscripts.
 - Original photographs and portraits.

4.5 Donations and loans

The Local History Collection may accept donations into its collection. Donations offered are assessed against the purpose, scope and selection principles described above. The Coordinator Regional History Services will decide on a donation's full, part or non-acceptance into the collection. Accepted donations must be accompanied by a completed "Donation Agreement – Local History" which must be saved as a permanent record on the corporate records system.

As an alternative to accepting donations, items may be assessed and accepted as a loan for copying or digitisation as per the "Loan Agreement – Local History" form in section 7 below.

Donations may be deselected and disposed of as per section 3.6 below, taking into consideration any limitations on disposal placed by the *Public Records Act of 2002*.

4.6 Deselection and disposal

4.6.1 Deselection

The Local History collection is a continuously developing library collection, constantly re-evaluated against the Purpose, Scope and Selection principles. Reasons for deselecting items include:

- Changes in the scope of the collection.
- Advances in technology and the decreased cost of digitisation making digitisation and disposal of items more feasible.
- Physical and digital space constraints and costs.
- The need to add new items to the collection.
- Increased availability of previously scarce materials in digital and online formats.
- Items identified as more appropriately housed at other organisations.

4.6.2 Disposal

Items identified for deselection should be withdrawn from the collection and disposed of. Disposal of donated items should be done according to the original Donation Agreement. Methods of disposal include:

- Returning to the donor.
- Exchanging with, or gifting to, another library, group or institution.
- Selling (consistent with the Local Government Act)
- Disposing of in a sensitive manner
- Disposing of in another way that is deemed an acceptable alternative.

4.6.3 Disposal – recordkeeping

Record should be kept of all items that are disposed of, by completing the “Disposal form – Local History” and saving it as a permanent record on the corporate records system.

4 Responsibilities/accountabilities

Coordinator Regional History Services – is delegated the responsibility for the Local History Collection's development and maintenance, in accordance with Branch Procedure 7.16 Collection Development – Libraries.

5 Relevant laws

Local Government Act 2009

Queensland Public Library Standards and Guidelines

Public Records Act 2002

Local Government Retention and Disposal Schedule – QDAN480

6 Related policies/documents

Members of the public can access Council policies on Council's website. If a policy listed below does not appear on the website please contact 131 872 or email info@tr.qld.gov.au to request a copy. Staff may access policies via the Policy Register and Review Schedule.

Council policies

Collection Development Standard – Libraries (7.01)

Deselection of Library Material Guidelines (7.06)

Collection Development – Libraries (7.16)

Other documents

[Corporate Plan 2024 - 2029](#)

7 Related forms

Local History – Donation Agreement (DM#10279924)

Local History – Loan Agreement (DM#6973994)

Local History – Disposal Register (DM#10279725)

Local History - Disposal form (DM#10280482)

8 Definitions

Local Community – The community within the local Geographical area of Toowoomba Regional Council.

9 Policy details

Policy category:	Branch Procedure	Policy version number ¹ :	2.00
Date adopted/approved:	8 July 2024	Effective date:	8 July 2024
Approval authority:	Manager		
Policy Owner:	Library and Culture Coordination Branch		
Contact officer:	Coordinator Library Coordination Centre		
Review date:	July 2027		

10 Revision history

Policy version	Approval date	DM Reference
1.00	25 May 2022	10046999v4
2.00	8 July 2024	10881195v2

¹ Printed copies are uncontrolled. It is the user's responsibility to ensure that any copies of policy documents are the current issue. Any delegations should be verified via the relevant Delegation Register as it takes precedence if there is a conflict. The Chief Executive Officer will, if necessary, be the sole arbiter in resolving any issues of conflict