

LIBRARY AND INFORMATION SERVICES

COLLECTION DEVELOPMENT GUIDELINES

FOR

SPECIAL COLLECTIONS

October 2015

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1. INTRODUCTION

The James Cook University (JCU) Library maintains collections of unique and rare information resources (works) representing a range of media including books, photographs, oral histories, ephemera, manuscripts and other archival material or works of cultural and historical significance to Australia relating to life in the tropics with a focus on north Queensland. The main collections are located at the Eddie Koiki Mabo Library, Townsville campus, with smaller collections located at the Cairns Campus Library. Digital collections are available through the online repository, [NQHeritage](#).

2. STATEMENT OF PURPOSE

The purpose of the Collection Development Guidelines for Special Collections is to provide a framework for the future development and maintenance of the collections; and provide guidelines that inform the selection, discovery, access, maintenance, preservation, and de-accessioning of information resources.

This document should be read in conjunction with the broader Library and Information Services [Collection Development Guidelines](#).

3. NORTH QUEENSLAND AND THE TROPICS

3.1 James Cook University Library collects information resources that have significance to north Queensland. The [University's Strategic Intent](#) and the [University Plan](#) present a strong commitment by the University to the advancement of northern Queensland and the tropics.

3.2 The tropics is commonly defined as the region of the Earth surrounding the Equator within the latitudes of the Tropics of Cancer and Capricorn at +/- 23.5 degrees. The geographical area of north Queensland for the purpose of collection building is defined as the area in Queensland above latitude 22.5. This area includes the Barrier Reef, Torres Strait and other islands which are part of the State of Queensland. It excludes towns which are located below the designated latitude such as Rockhampton, Emerald, Clermont and Longreach.

4. STEWARDSHIP

4.1 Information resources accepted for Special Collections will be adequately housed, preserved, documented and made accessible. The acquisition of information resources in poor condition will not normally occur unless there are compelling reasons for the acquisition.

4.2 Collections and/or significant works added to existing collections will only normally be established if the following are provided:

- adequate appropriate space to house the collection;
- qualified staff to manage the collection to a professional standard, including:
 - physical care;
 - cataloguing and other documentation; and
 - support for undertaking research and facilitating access by students, researchers, staff and the public.

- 4.3 The Director, Library and Information Services, or their delegate, may negotiate with a donor or person in control of the works, at the time of acquisition, for sufficient resources to care for the donation.

5. THE COLLECTIONS

5.1 North Queensland Collection

Definition

The North Queensland Collection consists primarily of published information resources which deal, in whole or in part, with some aspect of North Queensland. The proportion of content dealing with north Queensland will usually be at least one quarter but is at the discretion of the Special Collections Librarian in consultation with the Associate Director, Information Resources.

Collection Locations

- Eddie Koiki Mabo Library (JCU Townsville Campus)
- Cairns Campus Library (JCU Cairns Campus)

Collecting Intention

JCU Library aims to collect information resources with content significant to north Queensland.

Literary works (poetry, drama, fiction, short stories) and autobiographies created by a person living in north Queensland at the time of writing may be selectively included on the recommendation of the Special Collections Librarian.

Self-published literary works may also be selectively included on the recommendation of the Special Collections Librarian.

The following serial works which are published in north Queensland may be acquired:

- Literary serials;
- Serials published by research organisations about North Queensland issues and problems;
- Reports of major cultural organisations, major companies, chambers of commerce; regional development associations, environmental groups and welfare organisations;
- Selected publications published by regional organisations (e.g. church bodies, regional cultural and regional ethnic and indigenous groups, recreational and sporting groups, environmental groups); and
- Major regional newspapers.

The JCU Library may selectively include the following works:

- Catalogues of major art galleries in north Queensland;
- Reports of companies and regional development boards which are not intended for wide circulation;
- Submissions on regional issues by regional bodies to committees of enquiry; and
- Unpublished histories of organisations of significant north Queensland interest.

The following works will not be collected:

- Community newspapers;
- Insubstantial newsletters of local (sub-regional) organisations;
- Books (non-literary) and other materials by university staff which are not about north Queensland subjects;
- Books (non-literary), by writers who are living or have lived in north Queensland but whose works do not have significance to north Queensland; and
- Free suburban newspapers.

5.2 Library Archives

Definition

The Archives of the JCU Library are a collection of the records of business, industry, educational and religious institutions, unions, associations, organisations and societies relating to north Queensland. The records of individuals (literary, political, business and academic) are also collected. Personal papers, letters, diaries and reminiscences are included in the records of individuals.

Collection Locations

- Eddie Koiki Mabo Library (JCU Townsville Campus)
- Cairns Campus Library (JCU Cairns Campus)

Collecting Intentions

The JCU Library aims to collect business records of the following:

- Station records representative of particular areas or periods;
- Records of churches and unions in the regions which do not have central archives;
- Associations representative of social, political and cultural life which have made a significant regional impact;
- Researchers and writers whose work reflects a particular north Queensland focus; and
- Person(s) representative of those who have made a significant contribution to the social, cultural and political life of north Queensland.

The following works will not be collected:

- Institutional archives of James Cook University;
- Archives of institutions which would be more appropriately be kept by a central agency;
- Unpublished family histories; and
- Conference programs or individual papers presented at conferences held in North Queensland.

5.3 North Queensland Ephemera

Definition

Ephemera refers to works such as pamphlets, booklets, leaflets, posters and other items which fall outside the traditional channels of publication and may have a limited circulation. The North Queensland Ephemera Collection is a selection of this type of works representative of the north Queensland region and the tropics.

Collection Locations

- Eddie Koiki Mabo Library (JCU Townsville Campus)

- Cairns Campus Library (JCU Cairns Campus)

Collecting Intentions

The JCU Library aims to selectively collect ephemera related to the following:

- Performing arts programs of professional and amateur groups;
- Major regional events;
- Local government election ephemera;
- Posters relating to regional art or performing arts, and regional tourist board posters;
- Pamphlets and brochures of regional interest from government departments and community organisations; and
- Jubilee and official ceremony programs of North Queensland interest.

The following works will not be collected:

- Election material relating to federal or state elections;
- Festivals associated with a particular city or town in the region and tourists brochures;
- Relating to a particular tourist destination in North Queensland;
- Greeting cards and postcards;
- Rail, bus or airline timetables; and
- Advertising inserts and features from local newspapers.

Collecting has ceased, although offers of new collections may be considered and assessed on the basis of rarity, overall value and capacity to enhance the existing collection.

5.4 North Queensland Photographic Collection

Definition

This historical collection consists of photographs of north Queensland people, landscapes, industry and life mostly prior to 1970. Approximately 26,000 photographs have been scanned at low resolution to enable access. While the collection does contain some original photographic materials (prints and negatives); many of the original photographs from which these scans have been produced are not available.

Collection Location

- Eddie Koiki Mabo Library (JCU Townsville Campus)

Collecting Intentions

Collecting has ceased, although offers of new collections may be considered and assessed on the basis of rarity, overall value and capacity to enhance the existing collection.

5.5 North Queensland Oral Histories Collection

Definition

This is an academic, research based collection of oral history recordings created by researchers for a range of research projects conducted from the 1970s through to the 1990s. It is believed that these

research projects were all connected to James Cook University, and in particular the former History and Politics Department which was in existence during this period.

Collection Location

- Eddie Koiki Mabo Library (JCU Townsville Campus)

Collecting Intentions

Collecting has ceased, although offers of new collections may be considered and assessed on the basis of rarity, overall value and capacity to enhance the existing collection.

5.6 North Queensland Maps

Definition

This collection contains types of maps (e.g., general reference, topographic, thematic) focusing on the area of north Queensland.

Collection Location

- Eddie Koiki Mabo Library (JCU Townsville Campus)

Collecting Intentions

The JCU Library aims to acquire maps that further aid our understanding of the history of north Queensland and the tropics.

5.7 Rare Book Collection

Definition

This collection contains a broad range of rare books which cover various topics. Books are generally considered rare because of the nature of their publishing or association. A range of criteria are employed to determine the rarity of a book including, but not limited to, age, edition and known significant provenance.

A collection highlight includes the 30 books donated by Sir Russell Drysdale of early Australian classic works such as the account of the settlement of Sydney by Captain Watkin Tench of the British marines who arrived in Australia on the First Fleet in the 18th Century.

Collection Location

- Eddie Koiki Mabo Library (JCU Townsville Campus)

Collecting Intentions

The JCU Library aims to collect rare books of significance to the history of north Queensland and the tropics.

5.8 The Shaw Collection of Australian Art & Culture

Definition

The Shaw Collection consists of books, and a small selection of periodicals, which focus on Australian art and culture as selected by generous donor, Miss Edna Shaw of Melbourne. The collection contains many rare and significant monographs, including limited editions and large folio size items.

Collection Location

- Eddie Koiki Mabo Library (JCU Townsville Campus)

Collecting Intentions

The donor continues to add works to the collection, as newly published or sourced at book auctions, in support of the collection's major theme on Australian art and culture.

5.9 NQ Heritage

Definition

NQHeritage@JCU is the online Special Collections repository of James Cook University Library. It aims to promote discovery, access and preservation of a growing selection of rare and fragile materials of cultural and historical significance to life in North Queensland and the tropics.

Collection location

As a virtual collection it is accessible from any geographic location with a connection to the Internet.

Collection Intentions

The repository is the holding place for all digital files created as surrogates of items or parts of works from the various Special Collections. As works are added to the repository, meta data records are created to describe them and access to any attached file is determined according to Australian copyright law and donor conditions (i.e., open access, restricted access, and Creative Commons licence).

Primary objectives of the repository are to:

- a) Promote discovery and access to cultural and historical documents related to life in the tropics;
- a) Preserve fragile materials by reducing the wear and tear of physical handling;
- b) Ensure security in the event of loss should the originals be destroyed or damaged – digital copies can preserve content and identify originals when recovered;
- c) Provide equitable access to JCU researchers regardless of their proximity to the collections; and
- d) Improve client service consistent with evolving expectations and taking advantage of information and communication technologies.

6. ACQUISITION

6.1 Acquisition may be by bequest, donation, gift, purchase, or commission.

6.2 All major acquisition proposals require the pre-approval of the Library Collection Management Working Group. An external expert maybe invited to provide advice to this

group. The Library Collection Management Working Group will take into consideration the advice of the Special Collections Librarian.

6.3 Bequests, donations, or gifts offered to JCU Library Special Collections will normally be accepted only if they are free of any restrictive covenant or special conditions. Any exception requires the prior approval of the Director, LIS.

6.4 All acquisitions require documentation at the time of acquisition. Purchases must comply with the University's financial management practice and Library acquisition processes. A completed and signed Deed of Gift form is required for all donations and gifts, or from the executor for all bequests. All donations are acknowledged with a letter to the donor signed by the Director, LIS.

7. ACCESS

7.1 Special Collection works may be used on the JCU Library premises by visiting the appropriate Reading Rooms during opening hours.

7.2 Where possible, two copies are purchased of every new published work acquired for the North Queensland Collection. One copy is held in the North Queensland Collection and one copy is held in the main borrowing collection which is available for loan. The main borrowing collection copy is to be used in preference to the North Queensland Collection copy. In cases where the JCU Library holds both a printed and microfilm copy of a north Queensland newspaper, serial or monograph, the microfilm copy will be made available for general use.

7.3 Works in Special Collections may be copied in accordance with Australian copyright law with the exception of fragile items. In order to increase access to its collections, the JCU Library may where possible by law and subject to resourcing, digitise materials and make digital copies available for use.

7.4 Works are normally fully catalogued or listed in electronic format within one year of their acquisition.

8. COLLECTIONS MAINTENANCE & PRESERVATION

8.1 All works in Special Collections are kept in environmentally controlled rooms where the temperature and relative humidity are set within ranges recommended for the preservation of library collections. This environmental control is constantly monitored and maintained to ensure optimum conditions. The rooms which house the collections are kept locked when not in use.

8.2 Acid free archival quality materials are used whenever possible to house works and bindery services are contracted as required.

8.3 The cleaning of works in Special Collections is undertaken as required and recommended by the Special Collections Librarian.

8.4 Shelf reading of works in Special Collections is routinely undertaken.

9. DE-ACCESSIONING

9.1 By definition, JCU Library Special Collections have long term value and the JCU Library aims to acquire permanent collections for the benefit of current and future researchers.

9.2 If de-accessioning of works in Special Collections is approved is the following methods may be employed:

- return to donor, owner or heir (this may be repatriation to an indigenous community or another nation);
- transfer to another collection of the University;
- transfer to another collecting institution outside the University;
- transfer to another area of the University for purposes other than a collection;
- sale (in some cases this is the most effective way of identifying and providing a de-accessioned work to a person or institution wanting it); and/or
- relegate from the collection.

9.3 Newspaper issues held within the North Queensland Collection will be considered for de-accession where they are held on microfilm and have also been digitised and made available through TROVE (discovery service of the National Library of Australia), as part of the National Newspapers Plan ([ANPlan](#)).

9.4 All proposed de-accessioning of individual works or insubstantial parts of collections require the approval of the Director, LIS normally upon advice from the Special Collections Librarian and the Library Collections Management Working Group.

9.5 All proposed de-accessions of entire collections, or substantial parts of collections require the approval of the Director, LIS. The Director may seek advice from the Library Collections Management Working Group and from University executive management.

10. VALUATION

10.1 Library Collections are accounted for under the *Non-Current Asset Policies (NCAP) for the Queensland Public Sector*. The North Queensland collection has long-term value and is intended to be permanently retained and is classified as a Heritage Collection. The *NCAP 7 – Accounting for Library Collections* states:

A heritage collection is a permanently retained collection which has heritage, cultural or historic value that is worth preserving indefinitely and to which sufficient resources are committed to preserve and protect the collection and its service potential. The collection is generally held for public exhibition, education, or to provide a service to the community. Heritage collections are not usually available for sale, for redeployment or for an alternative use.

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10.2 In accordance with the above, the North Queensland collection, the Rare Book collection and the Shaw collection are assets of the University and the JCU Library liaises with the Financial and Business Services Directorate regarding compliance with accounting and reporting requirements for these collections.