

## **Local History Collection**

The Local History Collection is located in the Knowledge Centre, the Agonis @ Gosnells, 2232D Albany Highway, Gosnells, Western Australia.

### **Mission statement**

The Local History Collection acquires, maintains, and preserves material (in print and/or other forms), which reflect the history and development of the local community, in order to provide such information to the public.

### **Scope of the Collection**

The Local History Collection acquires material that fulfils one or more of the following criteria:

- The geographical area of the City of Gosnells
- Events and activities occurring in the area
- Individuals who have lived or have worked or are otherwise directly connected to the area.

It should be noted that with the proliferation of documents able to be produced with the aid of modern technology it is simply not possible, practicable or desirable to extensively document every school, club and community organisation in what is today a thriving community of over 100,000 individuals. Major histories of such organisations should be retained, but not minor and ephemeral leaflets, newsletters, and fliers. It is the responsibility of such organisations to maintain their own records.

### **The Collection**

Current as well as historical resources are to be included in this Collection. The Collection includes the following media:

#### a) Books

A limited number of relevant books are located in the Local History Collection either in original or copied form.

#### b) Documents

Copies and a few original documents are lodged in the Collection.

#### c) Articles

Relevant articles from various periodicals, newspapers, etc are included within the Collection's subject and biography files.

#### d) Newspapers

Copies of the Examiner and Comment News (local newspapers) are collected and date from the 1980s onwards. They are stored in a manner which enables staff and users to gain access to the copies quickly and easily.

#### e) Maps

Maps of the City of Gosnells district are available in the Collection. Some are original subdivision maps as well as copies of developer's maps and municipal ratings maps.

#### f) Brochures

Heritage brochures and documents produced by the City of Gosnells and its Heritage Services staff are available through the Collection.

g) Oral History Collection

Original tape and digital CD recordings of reminiscences are located in the Local History Collection. Copies of the oral history interviews and transcriptions are available for public access.

h) Videos/Films

Some video and film footage is stored in the Collection.

i) Art Works

There is a growing collection of original artwork in held by the City of Gosnells Heritage Services, donated to the City of Gosnells and produced by notable artists of the district. Included in this are paintings and sculptures. These are generally vintage works that are historic artefacts in their own right. More recent decorative artworks are acquired by the City as part of a separate acquisitions program.

j) Photographs

A considerable number of original photographs, and copies in electronic form, constitute the photographic section of the Local History Collection. These include images of municipal events and luminaries as well as images of local significance. These are available through Heritage Services for research purposes.

l) Rates Information

Details transferred from historic rates books of the Gosnells Road Board have been transferred to cards and will be digitised in the future for access through the City's web site. This information includes names, size of land, rates paid and addresses of rate payers.

m) Council Minutes

Copies of City of Gosnells Minutes from 1987 onwards are available for public access.

n) Ephemera and similar resources

A great deal of ephemera and similar resources – pamphlets, posters, leaflets etc are received by the Local History Collection. These are retained but due to storage facilities used they will not necessarily be available for easy access by the public. These include:

- Some pre 1990 electoral rolls
- Church periodicals and circulars
- Community Progress Association minutes
- Traveller/visitor guidebooks
- Posters celebrating local and municipal events
- Representative sample of election material including local manifestos

**Methods of Acquisition**

The Local History Collection will acquire material for the archive collection by:

- Gift (including bequest)
- Purchase (on rare occasions)
- Official transfer
- *The holding of items on "indefinite loan" is discouraged. Any such cases should be addressed on their individual merits.*

Material will only be accepted by the Collection provided it will be open for public access either after processing by Local History staff or after a fixed period of time in consultation with the depositor.

It is assumed that donations offered to the Collection will have a clear and valid title of ownership by the City. A "Donation and Permission to use" form, describing the records acquired and providing information needed to access them, will be supplied to the owner/depositor. The form will be retained by the City for its records.

Not all material offered to the Local Studies Collection can be accommodated. Criteria for inclusion and exclusion are outlined in the Local History Procedure document.

### **Storage and preservation**

The majority of the collection is housed in the Agonis Building constructed in 2005. Material is stored in three main areas;

- Public access area
- Staff access only area
- Archive Store (staff access only).

Results of a preservation survey (including humidity analysis) confirm that the public and staff access areas are adequate for the storage of this collection. The Archive Store has higher natural humidity than is considered suitable, and a dehumidifier has been installed. Many plumbing conduits pass through the room so precious materials are not stored on the lowest shelves.

Preservation is undertaken in conjunction with the City's Information Management Services Coordinator, the Local History Librarian, and relevant consultants as required.

### **Disposal**

In all cases there is a strong presumption against the disposal, by any means, of records accepted into the repository, with the following exceptions:

- If it is found that they belong more properly with records in another repository or collection, in which case they may be transferred with the consent of the owner.
- If the repository becomes unable, either temporarily or permanently, to provide proper care for the item, in which case it should be transferred on terms agreed in writing with the consent of both parties, to another appropriate repository with similar objectives.
- material not considered appropriate (see Methods of Acquisition above) for permanent retention by the Local History Collection will either be returned to the donor or will be disposed of by the Local History Collection with the donor's consent.
- There will be instances of donation of highly acidic and self-destructing newspaper clippings. These may be disposed of once a legible copy on archival quality paper is made.

### **Loans**

Items from the collection are not available for loan, with the exception of a very few books sourced through the state's public library system, along with a small collection of duplicate copies and specially prepared copies of high-demand items, along with oral histories.

Digital or print copies are available for most items, depending on format and permissions. Conditions and charges apply.

### **Policy Review**

The Local History Collection Policy is subject to annual review by the City's Heritage Services staff.