



Version	Approved by	Approval date	Effective date	Next full review
1.0	UNSW Canberra Rector	2 July 2018	2 July 2018	July 2021
Guideline Statement				
Purpose	This document establishes the principles governing management of UNSW Canberra Special Collections.			
Scope	UNSW Canberra Special Collections staff and staff of UNSW Canberra Academy Library and the Main Library, Kensington.			
Are Local Documents on this subject permitted?	<input type="checkbox"/> Yes, however Local Documents must be consistent with this University-wide Document.			<input checked="" type="checkbox"/> No
Guideline				

1. Statement of Significance

The UNSW Canberra Special Collections provide research resources that support the needs of staff and students of the University of New South Wales, and are also available to external users including alumni, members of other Australian universities and the Australian community, and international researchers. They include manuscript collections reflecting research interests of the Faculty, and rare or significant books and publications.

1.1. Areas of strength

The collections are divided into three areas of strength:

- War, military and conflict history
- Australian political history post 1990, with a focus on the Howard government years
- Australian literary, theatre and film history since 1970

1.1.1. War, military and conflict history

Collections relevant to war, military and conflict histories ranging from the fifteenth-century to the present day, with an emphasis on Australia and the Asia Pacific region. The most significant of these are the ship photographic collection of Doug Robertson, the nominal roll of the Australian Parachute Regiment, various historic naval diaries, and diaries from AIF members during WWI. The most notable defence papers are those of Sir James Killen (Minister for Defence 1975-1982) and General Sir John Wilton (Chairman, Chief of Staff Committee 1966-1970).

1.1.2. Contemporary Australian political history

Under a special arrangement with the National Archives of Australia in 2014, custody of the John Howard Collection is now held. The collection is a mixture of Commonwealth and personal records of the longest serving Australian Prime Minister, the Hon, John Howard. The records are released to Special Collections by the National Archives of Australia as they come into the open access period. Further collections of relevance to the period of the Howard federal government are also of collecting interest in collaboration with the John Howard Library.

1.1.3. Australian literary, theatre, film and television history since 1970

The literary, theatre, film and television collections make up the majority of holdings and include the papers of both major and minor figures of Australian writing, and papers relating to Australian literary magazines and organisations. The collection is particularly strong in the fields of

contemporary Australian poetry and drama. Significant holdings include the papers of such writers as Alex Miller, Dorothy Porter, Nick Enright, Lily Brett, Frank Hardy, and David Foster.

1.2. Rare Books

The rare book collection has significant strengths in Australiana (e.g. an edition of Cook's third voyage published in 1783); in English literature (e.g. original editions of Dickens' *Little Dorritt* and *Dombey and Son* published in the original parts); and in Australian and international military history.

An additional 7,000 published items (mostly books) are also in the collection. These items hold special significance and relevance for UNSW Canberra. These include a number of formed collections, including the collection of H.M. Green and Dorothy Green, pioneering scholars in Australian literature and influential bibliographers; a substantial collection of Patrick White editions, D.H. Lawrence editions, versions and imprints; and a collection of Christina Stead editions, many of which were owned by her and annotated in her hand. The collection also holds published military material (such as WWI and WWII tactic pamphlets and WWI trench maps) that complements the military collection of excellence held in the General Collection of UNSW Canberra Academy Library.

1.3. Value

The Special Collections are listed on the UNSW asset register and are periodically valued by independent valuers.

2. Scope of the Collections

The Special Collections are formed of four main components:

- Manuscript collections (unpublished items)
- Books and other published items
- Audiovisual (AV) materials
- Objects including those housed in the John Howard Library

2.1. Manuscript collections and AV material

The large majority of the manuscript collections are in paper format, either handwritten or typed (e.g. diaries, correspondence, notebooks, draft literary manuscripts). In July 2018, there were 42 different audio-visual, photographic and data formats within some of these collections including cassette tapes, VHS, floppy discs and photographic negatives. One collection comprises approximately 60,000 negatives, slides and photographs.

In total the 373 manuscript collections measure approximately 3 linear kilometres or 3 million items.

2.2. Published items

The published items are mainly books, some rare and others designated special to UNSW Canberra. There are approximately 10,000 published items in total, including 100 WWI Trench Maps.

2.3 Objects

The collections house a limited number of objects, mainly those donated to the John Howard Library by former Prime Minister John Howard, representing gifts from foreign dignitaries during his term.

2.4 UNSW Canberra publications

The collection also holds high use UNSW Canberra and ADFA publications such as Degree Conferrals and Parade programs, Handbooks and Yearbooks.

2.5 Born-digital items

A limited amount of born-digital material is currently held in the collection. To support access to varied digital formats into the future, UNSW Canberra Special Collections seeks to preserve such material in digital repositories where possible, as part of developing digital infrastructure that supports the collections.

3. Acquisition Strategy

All items in a collection governed by this plan are the property of the University of New South Wales unless other arrangements are specified and agreed.

Where appropriate, UNSW Canberra Special Collections undertakes to develop the collections in partnership and consultation with UNSW Canberra Academy Library and UNSW Main Library. UNSW Canberra Special Collections may undertake partnerships with other areas of the university, institutions or external stake holders to acquire, host or manage designated collections on agreed and specified terms.

The collections are developed according to the Special Collections Development Guidelines, under the direction of the Associate Dean Special Collections, reporting to the UNSW Canberra Rector.

4. Storage and Control

UNSW Canberra undertakes to preserve the collections in accordance with contemporary international archival standards. All items are stored in secure and environmentally controlled conditions, on suitable sized shelves. Processed manuscript collections are stored in archival containers that meet national storage standards.

Metadata about the collections and items, including descriptive, technical, physical, ownership and provenance data are managed through existing systems and processes. These include the UNSW Canberra Library Management System for published items, and archival systems (accession files, spreadsheets, and databases, including planned digital infrastructure and repositories) for unpublished items. Each published item and each manuscript box has a unique barcode.

UNSW Canberra Special Collections maintains a sound and working relationship with UNSW Canberra Academy Library and UNSW Main Library in areas required to meet storage and control standards.

5. Collection Access

Access to the collections is governed by the Special Collections Access Procedures. There are procedures and terms for client access including visiting, viewing, handling and copying items:

<https://www.unsw.adfa.edu.au/library/special-collections>

6. Digital Infrastructure

Items will be digitised to help improve access for clients, on demand, or where preservation copies are required. This is subject to suitability of item, copyright and resource availability. Special Collections may undertake digitisation of identified collections to facilitate access for directed research, teaching or outreach outcomes, or to ensure conservation on a project basis.

UNSW Canberra Special Collections continues to develop digital infrastructure to support and preserve access to the collections into the future, including digital repositories and content management systems, in accordance with UNSW Canberra digital strategies and in consultation with the Academy Library and Main Library, and academic and public stake holders. Best practice is pursued in open access, interoperability and longevity for digital systems.

7. Audiovisual Strategy

Audiovisual materials within existing collections are housed separately in suitable conservation environments where possible, subject to resources. Digital conservation copies will be made of material when necessary and/or when newly acquired. Efforts are made to retain AV equipment suitable for formats housed in the collections but this is not guaranteed. Where original AV materials cannot be made accessible, Special Collections may source external suppliers to produce digital copies.

8. Deaccession Strategy

Deaccession is undertaken to preserve the quality or integrity of the collections and to optimize use of space. Items are defined as deaccessioned when they are removed formally and permanently from the collection. A record is kept of items deaccessioned. For published items this is in the Library Management System and for unpublished manuscript collections this is recorded on the accession file.

8.1. Reasons for deaccession

Reasons include the items being:

- Mouldy or pest infected
- Never used and assessed as outside criteria for significance
- Duplicates
- No longer relevant to UNSW Canberra's research needs
- Transferred to more appropriate records or resource collection areas within UNSW or RMC Duntroon
- United with other materials from a split collection in a separate institution (manuscript collections)
- Returned to original donor or depositor on special request (manuscript collections)

8.2. Deaccession methods

Methods for deaccessioning include:

- Disposal
- Sale
- Return to RMC Duntroon or the Defence Library Service (if one of the original 1,000 Duntroon rare books, as per the establishment agreement. Non-rare Duntroon books can be disposed of.)
- Transfer to UNSW collection areas
- Transfer to another institution
- Return to a depositor (manuscript collections only)*

*Note that collections acquired through the Cultural Gifts Program (CGP) formerly known as Taxation Incentives for the Arts Scheme (TIAS) cannot be returned to the donor, as per the obligations of the scheme.

9. Risk Management and Preservation Plan

This management plan acts towards the long term preservation of the collections in their full extent.

Major risks have been identified as below in July 2018 and tracked against mitigation measures undertaken to reduce or eliminate these.

Risk	Mitigation measure
Temperature and humidity fluctuation places the collection materials at risk of deterioration	New environmental control system installed Academy Library Special Collections area late 2017. Environmental monitors installed in Repository 1 and 2 and in the John Howard Library at MOAD. Ongoing calibration of the system for stable temperature and humidity within narrow bands of variation from 22 degrees Celsius and 45% humidity. Temporary relocation of John Howard collection in accordance with NAA agreement.
Unauthorised ingress into repositories and work rooms renders valuable materials insecure	Refresh and maintain security card controlled access system, restricted to approved staff.
Loss of research and cultural data due to age, fragility and light sensitivity of materials (eg thermal paper)	Digitise conservation copies where possible in accordance with copyright. Preference digital copies of fragile materials for client access. Store, access and handle items with regard to standard conservation principles. Default darkness in the Repositories.
Emergency or disaster risks	Prioritise staff safety. Comply with UNSW Canberra Disaster Management Plan.
Potential for damage due to dust, pests or light damage	Maintain repository storage conditions at high standards, including separate automated lighting controls, pest monitoring and decontaminate cleaning where required.

Client or user damage or theft	Clients' interests and identity determined before access approved. Clients restricted to usage in the JH Reading Room, monitored by staff and/or CCTV at all times.
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The Collections should be assessed on a regular basis against international benchmarks, such as the UK Collections Trust's Benchmarks in Collections Care (https://326gtd123dbk1xdkdm489u1q-wpengine.netdna-ssl.com/wp-content/uploads/2016/08/Benchmarks2_updated__Oct_2014-3.compressed.pdf), to monitor condition and identify risks.

10. Codes of Ethics

10.1. UNSW Codes

Management of the Collections will be undertaken under the direction of the overarching UNSW Code of Conduct: <https://www.gs.unsw.edu.au/policy/documents/codeofconduct.pdf>

Three primary obligations apply:

1. An obligation to the university in terms of responsible stewardship of its resources and protection of its reputation in the wider community.
2. A duty to observe standards of equity and respect in dealing with every member of the University community; and
3. An obligation to act appropriately when a conflict of interest arises between a staff member or affiliate's own self-interest and their duty to the University.

10.2. Other relevant codes

Other relevant codes of ethics include those encoded within the University Museums and Collections (UMAC) Resolution on the Protection of University Collections (2013) <http://umac.icom.museum/wp-content/uploads/2017/07/UMAC-Resolution-on-protection-of-University-collections-final-version.pdf> and the UMAC guidelines: http://umac.icom.museum/wp-content/uploads/2017/05/28-08-2007-UMAC_Guidelines.pdf

Accountabilities	
Responsible Officer	Associate Dean Special Collections
Contact Officer	Special Collections Curator
Supporting Information	
Legislative Compliance	This Guideline supports the University's compliance with the following legislation: <i>Archives Act 1983</i> https://www.legislation.gov.au/Details/C2016C00772 <i>Copyright Act 1968</i> https://www.legislation.gov.au/Series/C1968A00063
Parent Document (Policy and Procedure)	Nil
Supporting Documents	Special Collections Development Guidelines Special Collections Access Procedures https://www.unsw.adfa.edu.au/library/special-collections

Related Documents	<p>Collection Development Policy for the UNSW Canberra Academy Library: https://www.unsw.adfa.edu.au/library/sites/library/files/uploads/Collection-Development-Policy-Revised-March-2017-Final.pdf</p> <p>Deed of Arrangement under Section 64 of the Archive Act 1983 between National Archives of Australia and the University of New South Wales (2014).</p> <p>UNSW Code of Conduct: https://www.gs.unsw.edu.au/policy/documents/codeofconduct.pdf</p> <p>UMAC Resolution on the Protection of University Collections (2013) http://umac.icom.museum/wp-content/uploads/2017/07/UMAC-Resolution-on-protection-of-University-collections-final-version.pdf</p> <p>UMAC guidelines: http://umac.icom.museum/wp-content/uploads/2017/05/28-08-2007-UMAC_Guidelines.pdf</p>			
Superseded Documents	Nil			
File Number	[For Governance Use]			
Definitions and Acronyms				
ADFA	Australian Defence Force Academy			
UMAC	University Museums and Collections			
RMC Duntroon	Royal Military College Duntroon			
NAA	National Archives of Australia			
Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
##	[to be completed]	[to be completed]	[to be completed]	[to be completed]