



NATIONAL CENTRE for
AUSTRALIAN
CHILDREN'S
LITERATURE^{Inc}

Collection Policy

Created by the
Management Subcommittee
approved by the
National Centre for Australian Children's Literature Inc Board
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Vision

Our literary past, present and future are preserved in the Centre, through the stories that touched our hearts and stirred our imaginations as children. It documents and shares the creative process, and inspires the next generation of readers with research collections, exhibitions and outreach activities.

Objectives

The Centre's objectives are to:

- (a) collect, preserve and document developments in Australian children's literature.
- (b) make the collection available to the people of Australia, including all ages and all communities, in recognition of our cultural heritage in children's literature.
- (c) make the collection available to students, researchers and others interested and to assist them in their study and research.
- (d) provide encouragement and inspiration for current and future authors and illustrators of children's literature.
- (e) assist in the recognition and contribution of Australian children's authors and illustrators to children's literature around the world.
- (f) In connection with these objectives, the Centre aims to:
 - (i) preserve the creators' works;
 - (ii) nurture the children's literature industry;
 - (iii) support future professionals in the children's literature industry;
 - (iv) support the research community in Australia and particularly those engaged in researching children's literature;
 - (v) encourage reading in children and
 - (vi) celebrate children's literature.

(excerpt from *National Centre for Australian Children's Literature Association Rules*, 2015)

1 Policy background and development

The first published statement about the Centre collection policy (formerly the Lu Rees Archives) appeared in the Management Committee Subcommittee Report produced in 1987. The need for a clearly defined policy for acquisition of materials was identified.

A Policy Subcommittee was formed and included University of Canberra staff Belle Alderman, Senior Lecturer in Librarianship, Peter Clayton, then Associate Librarian and Patricia Milne, a researcher for the Lu Rees database project. The Policy Subcommittee presented their report on 3 July 1989 to the Management Subcommittee where it was discussed and approved.

The Policy has been reviewed and revised, as needs arose with the latest edition dated 2012. Changes in the collection itself and how materials come to the Centre have resulted in this latest edition. This policy is regularly reviewed by the Management Subcommittee and subsequently approved by the Board.

2 Purpose of the Collection Policy

The purpose of the Collection Policy is to specify

- Authority for acquiring material
- Scope of the collection
- Guidelines for acquiring material
- Policies for special collections
- Loans policy
- Arrangements with other collecting institutions
- Policies on the discard and retention of materials
- Mechanism for review

3 Authority for acquiring material

Authority to acquire material is vested in the Centre Director as a Board delegated responsibility, with advice, as needed, from agreed-upon member[s] of the Centre Management Subcommittee. The Centre Board approves broad policy matters related to the acquisition of material.

4 Definitions

“Children’s literature” is broadly defined as those books and related materials which appear on a publisher’s list as books created and marketed for children and/or young adults. The age range of books for this audience includes infants up through late adolescence, broadly defined as up to 25 years.

This Policy defines the term “Australian children’s literature” as following:

- those materials which are principally published in Australia,
- by those Australian creators who live and work in Australia or overseas,
- or those where a major portion of their works is set in or concerns Australia.

Translations of works by Australian children’s authors, published by overseas publishers, are actively sought.

5 Scope of the collection – published material

To fulfil the Centre’s purpose, the scope of the collection includes the following material.

5.1 Books in English

Books by Australian children’s authors and illustrators are collected including complete collections of authors’ and illustrators’ works insofar as possible, and a sample of publications by Australian educational publishers.

5.2 Educational publications produced for reading programs

Literary works that are part of reading schemes are generally not collected. The exception is when an author or illustrator also has a body of work published by mainstream publishers. The educational publisher may be approached for donations to complete an author’s collection.

By arrangement with Era Publications (South Australia), the Centre accepts this publisher’s output as an example of Australian educational publishing.

5.3 Books in translation

The Centre collects translations in order to provide:

- creators’ complete works;
- translations for comparison;
- examples of production techniques;
- examples for non-English speakers,
- examples for teachers of English as a secondary language; and
- examples of changes made for cultural reasons.

5.4 School Magazines

The Centre annually receives by donation *The School Magazine* (New South Wales) as an example of:

- authors' and illustrators' development;
- full range of authors' and illustrators' work;
- varied literary forms; and
- as a resource for studying the history of educational thought.

No other school magazines are actively sought.

5.5 Radio, television, theatre and related scripts

Where possible, the Centre collects these as part of the authors' body of work and to indicate the special features of this form.

5.6 Reference material

The Centre comprehensively collects background research material, including unpublished theses, published reference works, and journals in order to trace developments in the field.

5.7 Research material about the field

The Centre collects 30 different categories of material (largely published) by and about Australian children's authors, illustrators, publishers and critics in order to selectively document the 'history' of the Australian children's literature industry and thus provide a research base for further study and research. The Centre has guides to collecting and organising these materials referred to as 'Research Files'.

6 Scope of the collection – unpublished material

The Centre collects pre-publication material such as manuscripts, galleys, proofs, dummies, preliminary and final artwork in order to understand the creative process.

6.1 Editing and publishing resources

The Centre collects resources on editing and publishing in order to understand the production process. The Centre endeavours to collect a sample of Australian children's publishers' archives and records.

6.2 Media formats (other than paper-based)

In general, formats such as audio, films, video and electronic records will not be actively pursued or collected except in cases where a format is important to highlight an essential part of a creator's work or is a unique contribution to the purpose of the Centre. Where such materials are offered and/or donated to the Centre and meet these criteria, they will be considered for inclusion. The Centre also considers, in accepting such material, whether it has the capacity to manage and store the format appropriately.

6.3 Photograph and audio collections

The Centre holds modest formed collections of these two formats. One audio and photograph collection resulted from a series of seminars on writing, illustrating and publishing children's literature held between 1975-1998. These have been digitised for preservation purposes.

A second collection of photographs is part of the Walter McVitty Photograph Collection. These photographs have been digitised for preservation purposes.

In general, the Centre selectively collects such material where it complements the collection overall.

6.4 Ephemera and realia

The Centre actively collects such materials as posters, bookmarks, soft toys, games, puzzles, cards and other material where these are related to Australian children's books.

7 Archive of the Centre

The Centre retains a complete history of its development including unpublished Minutes of its management committee meetings from 1981, ephemera relating to activities, events and festivals and its published records including its Annual Reports, journals and e-newsletters.

8 Centre Website

The Centre has maintained an active website since 1995. It aims to promote the Centre and to provide public access to its collections. The National Library of Australia's Pandora Project has selected the Centre's website to archive at regular intervals. Website materials are freely available and include detailed records of resources held by the Centre, including:

- Finding aids for authors' papers and manuscripts;
- Guides to illustrators' artworks and related material;
- Centre e-newsletters from their inception in 2014;
- List of research files on authors, illustrators, publishers and critics;
- Publications by and about the Centre, including its annual reports and e-journals;
- Descriptions of artwork collections; and
- Picture galleries of events.

9 Acquisition of materials

The Centre receives materials primarily through donations, purchases by private donors and Centre funds.

9.1 Donations of published works from publishers, authors and illustrators

Since 1981 many Australian publishing houses have donated a major part of their annual publications to the Centre. A number of authors, illustrators and publishers also donate their translations and other unique material. Material from new publishers and self-published authors are actively sought as donations.

9.2 Donations of unpublished works

The Centre holds collections of papers, manuscripts, artwork and other unpublished material by Australian authors, illustrators and publishers. Responsibility for acquiring these is vested in the Director. These materials may be offered to the Centre or the Director may approach an individual seeking a donation.

Where a substantial donation is under consideration, a subcommittee, including the Director, will be drawn from the Centre Management Subcommittee to consider the proposal and make recommendations to be subsequently considered and approved by the Board.

9.3 Gaps in the collection

The Centre actively pursues material to fill collection gaps, using the following strategies:

- Posting wish lists on the Centre website;
- Consulting with families whose relatives' works are held in the Centre;

- Seeking donations through the Centre’s social media; and
- Using the gratis services of a Lifeline volunteer who searches for books in this book fair to fill gaps in the Centre’s collection

9.4 Australian Government’s Cultural Gifts Program

Since 1988, the Centre has been eligible to receive donations under the Cultural Gifts Program and accepted its first donation in 1992. The Centre’s website provides a guide to how this program works. The Centre may be approached by a potential donor or the Centre may contact a potential donor.

The Centre pursues collections deemed important to the scope and development of Australian children’s literature.

10 Cooperation with Related Collections

Appointed representatives of the National Library of Australia, the Children’s Book Council of Australia ACT Branch, Libraries ACT and the University of Canberra Library are members of the Centre Management Subcommittee in order to facilitate communication and collaboration. Informal relationships exist with a number of other Australian collections of children’s books, and the Centre considers such relationships essential to ensure research collections complement rather than compete. Contact is maintained with a select number of overseas research collections in order to promote and facilitate exchange of information and provide research support where required.

11 Collection management and use

11.1 Rare Books and other unique items – housing and use

The Centre houses rare books and other unique items separately to the main collections. These items meet particular conditions, such as scarcity, monetary value, delicate condition or other considerations relevant to the individual item.

University Canberra Library staff may not retrieve items from the rare books and unique items.

Rare material may be accessed only in the presence of Centre staff and under particular conditions appropriate to the individual item.

Rare materials may not be removed from the Centre and particular care provisions and use of these are determined by Centre staff and conveyed to the user.

11.2 Loans

Researchers may borrow books (other than rare books) on interlibrary loan through the University of Canberra Library. The remainder of the collection is not available for loan. Users are encouraged to use the Centre’s website and online catalogue to determine relevant resources and to consult with Centre staff for reference assistance.

12 Discard and retention of material

The Centre collects and preserves material relevant to its collection for posterity. Because of the research value exemplified in differences between editions and other variant forms in which material appears, it is not appropriate for material other than duplicate copies to be weeded. Material in poor physical condition should receive conservation treatment, where possible, which is appropriate to its long-term retention.

The collection as a whole needs to be stored and housed under appropriate environmental conditions in order to realise this long-term objective.

12.1 Responsibility

The Centre staff will conduct the discard and retention of material and may consult with appropriate individuals during the process. They are responsible for the final decision regarding the item(s).

12.2 Criteria for discard and retention of material

The Centre staff will consider the following points when examining items for possible discard or retention. The item is, for example:

- outside the scope of the Centre's Collection policy, for instance, an item falls outside the genre of literature for children
- created by a non-Australian creator, though where there are multiple creators, should one of the creators be Australian, the item would be retained
- an identical copy of an item is already held in the collection
- in a state of advanced deterioration or irreversible repair to the point where the content cannot be recovered or accorded the necessary conservation treatment
- judged as having minimal or no informational or research value
- a collection of material obtained from a donor or vendor, and parts of that collection, are not within the Centre's Collection Policy.
- an unbound issue of a serial which is now duplicated by a consolidating bound volume.

12.3 Procedures for discard and retention of material

When examining items for possible discard or retention, Centre staff will follow these procedures:

- In cases where an identifiable donor is involved, the Centre will make reasonable attempts to contact and consult with the donor.
- Where an agreement was signed with the donor, the Centre will consult with the donor.
- Other collections, which may have a use for the item, may be contacted.
- The item shall not be sold to a Centre staff member or close family member of the Centre.
- If the item is sold, the funds obtained thereby shall be used to finance the Centre.
- The item shall be disposed of only once these conditions have been met, in so far as possible.

13 Collection care and preservation

The Centre uses standard archival principles and practices to care for the collection. Staff are trained in these principles. Archival materials are used to protect and safeguard the collection. Users are advised of procedures for handling and caring for material. Advice is sought from knowledgeable experts where needed. The Centre aims to ensure that the collection is housed under appropriate environmental conditions.

To maintain the collection in good condition, the Centre maintains a record of the collections' use in order to:

- determine any issues which may arise with use;
- identify materials being used; and
- aid in determining the most suitable storage and retrieval of items.

14 Mechanism for review

This Collection Policy will be reviewed on a regular basis by the Management Subcommittee to ensure that the Policy meets present and future needs and reflects best practice.