

DUNEDIN PUBLIC LIBRARIES

COLLECTION DEVELOPMENT POLICY 2012 - HERITAGE COLLECTIONS

SCOPE

The policy presents the conditions determining the selection, maintenance, retention, and disposal of materials in the Heritage Collections held by the City Library of the Dunedin Public Libraries network. Note: The Boreham Collection resides at Mosgiel and the Permanent Art Collection is distributed around the library network.

The policy consists of an overall statement of the Library's collecting intentions and guidelines for heritage materials.

Separate policies exist for individual collections and collection groups: McNab New Zealand Collection; Alfred & Isabel Reed Collection; Special Collections; Heritage Archives, Permanent Art Collection.

1. Collection Scope

The Heritage Collections encompass a number of collections which together support the Heritage Collections' purpose, stated below. Refer to individual collection policies for further detail.

1.1 Heritage Archives

The Heritage Archives aims to collect unpublished records of individuals and organisations with historical significance relating to the history and development of Otago and Southland.

1.2 McNab New Zealand Collection

The McNab New Zealand Collection aims to provide resources with a research focus and includes specialised material of permanent or long term value to researchers. It covers Otago and Southland extensively, but is not a repository of all New Zealand materials.

1.3 Alfred & Isabel Reed Collection

The collection reflects the collection interests of A H Reed and aims to provide public access to rarely seen materials.

1.4 Special Collections

A number of different collections make up the Special Collections. By their intrinsic nature, these collections do not fit within the ambit of the operational collections, nor do they fit with the McNab or Reed Collections. These collections are discrete collections of literary, historical, cultural, artistic or social significance.

1.5 Permanent Art Collection

The collection is unsolicited and has grown from a series of donations or bequests given to the Library from or about the time of the opening of the new City Library in 1982

2. Collection Purpose

The Heritage Collections' purpose is to enrich Dunedin's cultural heritage through the development, organisation, and preservation of specialist New Zealand heritage, rare book, and other special collections of significance.

3. History

Two core donated collections form the basis of the Heritage Collections: the McNab New Zealand Collection and the Alfred and Isabel Reed Collection. McNab donated 4200 books to the Dunedin Public Library in 1913; Reed made his original donation in 1948, followed by further donations in 1949 and 1950. These core collections have been, and continue to be, augmented by other significant donations which form the Special Collections.

4. Description of collection

Refer to individual collection policies for details:

- Heritage Archives Policy
- McNab New Zealand Collection Policy
- Alfred & Isabel Reed Collection Policy
- Special Collections Policy
- Permanent Art Collection Policy

5. Housing

The majority of the Heritage Collections is housed on the third floor of City Library, but space constraints make it necessary for some parts of the collection to be housed elsewhere in the City Library. Archives (including Reed Autograph Letters and Manuscripts) are housed in a strong room in the upper basement, as is the Bolitho Collection (refer Special Collections). The majority of the McNab serials and government papers is housed in the Lower Basement, and The Sonnenschein, Naseby Athenaeum, and Left & Right Book Club collections (refer Special Collections) are housed in the Lower Basement stack area.

Special atmospheric control measures on the third floor allow the temperature and humidity to be regulated separately from the rest of the building, and the atmosphere on the third floor is constantly monitored. All material on the third floor, apart from some genealogy resources and local and national government material, is kept in a secure area. All heritage material can only be used within the third floor reading room.

6. Valuation

Many of the items in the collections are irreplaceable. This is especially true of items in the Alfred and Isabel Reed Collection. A detailed evaluation of the Heritage Collections was undertaken in 2008-2010. The base value is market value or 'fair value' although for insurance purposes a margin of 20% above this figure has been included in the overall valuation. The total value of Heritage Collections as 30 April 2010 was \$23,523,050, made up of: McNab Collection \$15,063,458; Reed Collection \$5,021,672; Special Collections \$360,970; Permanent Art Collection \$3,076,950.

7. COLLECTION MANAGEMENT

Overall management of the Heritage Collections rests with the Heritage Collections Librarian. Specific responsibility for the Alfred and Isabel Reed Collection and the Special Collections rests with the Rare Books Librarian.

7.1. Selection Tools

A variety of selection tools are used in the development of the collections. Refer to individual collection policies for details.

7.2. Selection Guidelines

Selection will take the following criteria into account:

- Enhancement of existing collection strengths
- Relationship to other collection items
- Suitability for exhibition (Reed and Special Collections)
- Ability to fill a known subject gap in the collections
- Literary or artistic merit
- Value for money
- Item significance or uniqueness
- Condition of the materials and their preservation requirements
- Special cataloguing or other needs
- Space or special housing needs

7.3. Replacements

The replacement of significant items which are damaged, lost or stolen, may be undertaken if it is considered more important than the purchase of items new to the collection.

7.4. Deselection

Given the intrinsic nature of the Heritage Collections, deselection for currency does not occur. However, deselection may occur if the following criteria apply:

- Material is an exact duplicate
- The donor or vendor had no right to give or sell them to the library
- They have physically deteriorated & conservation is not possible, or is actively placing other parts of the collection at risk
- The items are transferred to the original party or to a third party with the agreement of the original party

Refer to the McNab New Zealand Collection Policy for other criteria specific to that collection.

8. Formats

Formats collected include:

- books (including paperbacks where high use is not expected)
- facsimiles
- manuscripts
- maps
- microforms (McNab only)
- newspapers (McNab only)
- pamphlets
- periodicals and offprints
- artworks in a variety of media

The following formats are considered to be normally out of scope, but may be considered on a case-by-case basis:

- digital materials
- ephemera
- film
- musical scores
- objects
- oral history
- photographs
- posters and prints
- video and sound recordings

9. Acquisition and Purchasing

Funding for the McNab New Zealand Collection and Special Collections comes from the Library budget. Funding for the Alfred and Isabel Reed Collection comes from the Library budget and interest on the Alfred, Isabel and Marian Reed Trust. Special Collections including Archives and Permanent Art are generally only acquired by donation or bequest.

10. Standing Orders

A small number of items are received on standing order. Refer to individual collection policies for details.

11. Donations

A significant though decreasing quantity of material, especially from organizations, is donated, either because it has been actively solicited or on the initiative of authors or publishers.

Some government publications, including parliamentary publications, statutes and regulations, and statistical data, may be received free of charge under the Legal Deposit Scheme.

Offers of gifts or donations of materials for inclusion in the Heritage collections are welcomed by the Library. Acceptance will be guided by principles stated in the Heritage Collections Collection Development Policy and the Library's Donations Policy.

11.1 Conditions:

The Library does not assume a custodial role for donated items, and ownership passes to the Library when items are donated. Items on deposit are not accepted into the collections.

All decisions regarding location, treatment, maintenance, display, and possible disposal rest with the Library. Where donations are specially large or significant a formal written agreement states all conditions of the donation clearly, for the information of the donor and present and future Library staff.

12. Preservation and Repair

Within the constraints of the existing building and budgets, the Library provides the best possible environmental conditions. This includes providing appropriate storage and security and professional management for the collection items.

Microform or CD-Rom editions of works already held are occasionally purchased, where available, in order to reduce pressure on the original items. Where this occurs, the originals are retained.

Where Heritage Collections staff identifies items in need of conservation, this work is usually carried out by the Library Bindery & Preservation Unit. Specialised conservation of specific items may also be contracted to independent conservators. Very fragile items may be retained, but access to them may be restricted.

13. Review

This policy will be reviewed within five years

Endorsed by the Senior Management Team, 19/06/2012

DUNEDIN PUBLIC LIBRARIES

ALFRED & ISABEL REED COLLECTION POLICY 2012

SCOPE

This policy is concerned with the Alfred & Isabel Reed Collection, held by the City Library of the Dunedin Public Libraries network. Its provisions do not extend to archival material for which a separate policy, the Heritage Archives Collection Policy, exists.

1. Collection Scope

The Alfred and Isabel Reed Collection is one of the largest collections of rare books and manuscripts held by a public institution in New Zealand. Many of the items included are present in the collection due to their rarity, age, craftsmanship, or provenance. The Collection is of value to local and international researchers interested in various fields of historical research including the religious, literary, and the history of print. It is international in its focus and includes materials in a number of languages. The collection does not aim to collect comprehensively in any area, but seeks to provide representative examples of works in these areas.

2. Collection Purpose

Reed gave his collection to Dunedin Public Library rather than to an academic library because he wanted it to be available to the general public. The main access point to the collections is through the online catalogue. The exhibition space and organized tours allow for controlled viewing of Reed materials rather than the collection being displayed on a permanent basis.

3. History

The core of the collection was gifted to Dunedin Public Library by Dunedin writer, publisher, and philanthropist Alfred (later Sir Alfred) Hamish Reed (1875–1975). The original Deed of Gift was made in 1948. It was revised and updated in 1949, 1950 and 1951. Further gifts were made in 1949 and 1950. Reed's stated intention was:

To gather rare books and manuscripts, such as would be of the greatest educational, historical and literary interest and use.

In return for the donation the City was expected to house the collection appropriately, to make provision for its future custody and care, and to ensure its accessibility to the general public. After the 1948 donation, which established the collection, Reed continued actively to promote, organize, develop, and work with the collection until his death in 1975.

4. Collection Description

The Alfred and Isabel Reed Collection include many rare, valuable and irreplaceable items. It is made up of a number of specialized sub-collections with material dating from the ninth century to the present day. The collections include about 13,800 books, autograph letters and manuscripts. The collection contains over 400 pre-1801 imprints, of which seven are incunabula. The oldest items are two fragments from a tenth-century Gospel Book.

The Collection strengths are in illuminated medieval and Renaissance manuscripts; editions of the Bible; particular eighteenth- and nineteenth-century authors, autograph letters, and the history of writing and the book.

4.1. Association Books

- Reed amassed a collection of books with inscriptions either by their authors or that showed previous ownership by such people as Charles Lamb, Anthony Trollope and explorer Sir John Ross. Reed's donations and later purchases provided the Library with a collection of association books that now numbers more than 1,000 volumes today.

4.2. Autograph Letters & Manuscripts

- The Autograph Letters and Manuscripts Collection takes up 70-linear metres of storage space and numbers more than 5,200 items from the sixteenth to twentieth century. The collection is strongest in nineteenth-century letters, with original documents by literary, aristocratic, political and religious figures.

This area of the collection is governed by the principles contained within the Heritage Archives Collection Policy 2011.

4.3. Literary Material

- Samuel Johnson

The collection includes first and early editions, critical and biographical publications including several editions of James Boswell's *Life of Samuel Johnson*; the Yale editions of James Boswell's private papers and the works of Samuel Johnson respectively.

- Charles Dickens

Representing the works of British novelist Charles Dickens (1812–70), this is considered one of the largest and best collections of Dickensiana held by a public institution in the Southern Hemisphere. It includes a number of first editions and novels in their original monthly parts, literary criticism and other secondary material.

4.4. Medieval & Renaissance Manuscripts

- The Library holds the second largest collection of Medieval and Renaissance manuscripts in New Zealand. The collection currently numbers twelve bound manuscripts and more than sixty leaves and fragments, ranging in date from the tenth to the sixteenth century. Important holdings include: a fifteenth-century Wycliffe translation of the Gospels, of which approximately 230 copies survive and only 31, including the Reed manuscript, are held outside the United Kingdom; two leaves from a tenth-century Gospel Book, some of the oldest manuscript leaves in New Zealand; and the Mantell Hours, believed to be the first medieval manuscript brought into the country.

4.5. Portrait Books

- A collection of single or multi-volume publications consisting of portraits (engraved or photographic) and short biographical essays of eminent people.

These were sometimes used by Reed to provide illustrations for his albums of mounted letters, and the extra-illustrated Forster and Boswell.

4.6. Printing examples and history

- Examples of printing from the fifteenth to twentieth century

This collection features more than 500 examples of printing from various periods and places, including a number of private press editions, with over 70 examples from the eighteenth century and earlier.

- Reference collection on book history

The more than 1,600 volumes in the History of Printing Collection covers all aspects of the history of the book, including typography, book collecting, paper, printing ink, manuscript books, illustration and illumination, book-binding, private presses in general and individual printers.

4.7. Religious material

- Printed Bibles
- Liturgy
- Bible Commentaries

The earliest item in the Reed Printed Bible Collection is a leaf of the Gutenberg Bible (ca. 1454). First, or near-contemporary, editions of many significant English translations are held, along with facsimile editions of unique or scarce bibles. Important editions include the Geneva Bible (1560), first and second folio editions of the King James Version (1611 and 1613), and a portion of the 1538 diglot New Testament, containing the English version of William Tyndale and the Latin of Erasmus.

5. Collection Management

Responsibility for the management of the Alfred & Isabel Reed Collection rests with the Rare Books Librarian.

5.1 Selection Tools

Resources used to aid selection include:

- Trade, library, general, and special interest magazines – print and online
- Booksellers' catalogues – print and online
- Special interest websites
- ListServes including EXLIBRIS-L and ABAA-L
- Auction catalogues

5.2 Selection Guidelines

Sir Alfred Reed's 1950 Deed of Gift specified that priority be assigned to developing certain sections of the collection including:

- Editions of the Bible – manuscript & printed
- Manuscripts, especially illuminated & religious
- Material associated with the writer Samuel Johnson
- Material associated with the writer Charles Dickens

Selection will take the following criteria into account:

- Enhancement of existing collection strengths
- Relationship to other collection items
- Suitability for exhibition
- Ability to fill a known subject gap in the collections
- Literary or artistic merit
- Value for money
- Item significance or uniqueness
- Condition of the materials and their preservation requirements
- Special cataloguing or other needs
- Space or special housing needs

5.3. Collection-Specific Criteria

- Bible Commentaries

Additions to this collection are restricted to scholarly works on the history of the Bible as a book (either manuscript or printed). Works of a theological nature are to be excluded.

- Bibles Printed

Additions to this collection are restricted to notable editions of the Bible, such as Robert Aitken's Bible (the first to be printed in the United States) and areas where there are gaps in the collection. Emphasis is to be placed on expanding the Library's holdings of bibles in Pacific languages. Victorian Era bibles and common printed bibles should be excluded, unless there is significant provenance, e.g. a Bible owned by Alexander Turnbull, Richard Seddon, or Robert McNab.

- Printing Examples

Additions to this collection are restricted to private and small press editions, with an emphasis on New Zealand private presses, and notable examples of printing eras where there are gaps in the collection.

5.4. Replacements

The replacement of significant items which are damaged, lost or stolen, may be undertaken if it is considered more important than the purchase of items new to the collection.

6. Deselection

Reed's Deed of Gift allows for material to be sold and the proceeds to be used for augmenting the collection. In practice, the Library has not disposed of Reed Collection items, but sales of items in order to fund the purchase of other items may be considered in the future.

An item may be deselected, if the following criteria apply:

- Material is an *exact* duplicate
- The donor or vendor had no right to give or sell them to the library
- They have physically deteriorated & conservation is not possible, or is actively placing other parts of the collection at risk

- The items are transferred to the original party or to a third party with the agreement of the original party
- Items do not fit the stated scope and aims of the collection
- Reed's original Deed of Gift is not contravened

7. Acquisition and Purchasing

Funding for Reed acquisitions comes from the Library budget and the interest on the Alfred, Isabel and Marian Reed Trust.

8. Standing Orders

A small number of publications are received on standing order. They are at present:

- The Age of Johnson
- The Dickens quarterly
- The Dickens studies annual
- The Dickensian
- The New Rambler
- The RBM
- Sotheby's - Western manuscripts and sales catalogues

9. Review

This policy will be reviewed within five years

Endorsed by the Senior Management Team, 19/06/2012

DUNEDIN PUBLIC LIBRARIES

HERITAGE ARCHIVES COLLECTION POLICY 2012

SCOPE

This policy outlines the conditions governing the acquisition and management of archival material owned and managed by the Dunedin Public Libraries and contained within the Heritage Collections. Its principles also govern the archive collections held within the Alfred & Isabel Reed Collection.

1. Collection Scope

This collection aims to collect unpublished records of individuals and organizations with historical significance relating to the history and development of Otago and Southland. The collection scope is representative rather than comprehensive and takes into account other collections held locally, such as those at the Hocken Library. Some local archives, including those relating to the library as a department of the Dunedin City Council, are held in the DCC Archives.

For the purposes of this policy the following are considered to be normally out of scope:

- Artifacts (except for small objects with either a particular association with Dunedin Public Libraries or a strong relationship to other items in the collection)
- Photographs (except for photographs with a particular collection association)
- Film
- Oral History
- Digital media including 'Born Digital', CD-ROMs, CDs, etc.

2. Collection Purpose

The purpose of the Archives shall be to appraise, collect, organize, describe, and preserve the historical materials and records of Otago and Southland. The further purpose of the Archives shall be to make available these materials to interested persons for research into the history of southern New Zealand and the individuals and organizations within it.

3. History

The archives collection comprises unpublished records dating from the foundation of the library and includes materials forming part of the original bequest of A.H. & Isabel Reed.

4. Description of Collection

These collections consist of primary source material, including correspondence, typescripts, reports, research materials, financial records, scrapbooks, diaries, annotated books, audio-visual recordings, press clippings and printed ephemera. A small number of photographs are retained where there is a connection to other items within the Archives.

5. Housing

Archives are housed in a strong room in the Upper Basement area of the City Library.

6. Collection Management

- Records will be handled with care and treated with respect, including acknowledgement of tikanga Maori.
- Permission to reproduce material must be obtained from senior Heritage Collections staff.
- If permission is given for reproduction of materials, the process is carried out by Heritage Collections staff.
- Library staff may discuss copyright or reproduction matters but are not qualified to give a legal opinion.
- Compliance with the Copyright Act 1994 (as amended) is the responsibility of the user of archival materials.
- Records are arranged, described, and stored according to generally accepted archival standards.
- Dunedin Public Libraries will maintain a register of donations.
- The Library undertakes to safeguard personal information and rights as far as possible, and consistent with the provisions of the Privacy Act 1993.
- No book, document, manuscript or other item may be removed from the Archives with the exception of material loaned to another institution for exhibition purposes.

6.1 Loans.

Materials from the Archives may be loaned to other institutions or organizations only under the following circumstances:

- Written authorization is obtained from the Heritage Collections Librarian and, in the case of international loans, by the Library Services Manager.
- A written agreement in which the items are enumerated, and including insurance terms and period of loan.
- A Condition Report is filled out by Heritage Collections staff assisted by the Bindery & Preservation Team Leader, as required, and by the borrowing organization upon receipt of the materials.

6.2 Selection Tools

Not applicable

6.3 Selection Guidelines

Archives materials are normally acquired in the following manner:

- The library may actively solicit donations, where appropriate.
- The decision whether to accept a donation rests with the library.
- Donations which carry stringent donor restrictions may not be accepted.
- The donor form must be completed at the time the material is lodged.
- Transfer of Custody – archival materials deemed outside the scope of the collection or included within the scope of public records collections held elsewhere, may be transferred to the appropriate institution or the donor directed to an alternative suitable deposit.
- Materials will not be accepted on deposit in the Archives.
- Purchase – no budget is allocated for the purchase of archival materials but items may be assessed on a case-by-case basis.

6.4 Deselection

Items may be deaccessioned from the collection where:

- They can be shown to be exact duplicates of material already held , or
- The donor or vendor had no right to give or sell them to the library.
- They have physically deteriorated & conservation is not possible, or are actively placing other parts of the collection at risk.
- The items are transferred to the original party or to a third party with the agreement of the original party.
- The items are deemed to be outside collection scope.
- Where complementary items, and normally in greater numbers, reside with other institutions and would benefit from the addition of the fewer items held by Dunedin Public Libraries
- Another institution is clearly a more suitable repository

7. Formats

Formats collected include:

- Print
- Photographs with collection relevance
- Other formats e.g. sound recordings, may be collected where there is a clear to other material already included in the collections.

Formats collected exclude:

The following formats are considered to be normally out of scope:

- Digital materials
- Oral History
- Film

8. Acquisition and Purchasing

Items may be acquired by purchase, gift, bequest, exchange, or transfer from another collection within the library or from another institution.

9. Standing Orders

Not applicable.

10. Donations

The collection is largely comprised of donated materials. Conditions governing the receipt of donated items are included in the donation form, see Appendix 1. Items will be accepted on the basis that the arrangement provides for the permanent transfer of custody and control of the material to the Archive.

11. Preservation and Repair

Within the constraints of the existing building and budgets, the Library provides the best possible environmental conditions. Storage is designed to minimise wear and tear and to deter theft, as far as is consistent with providing ease of access.

Heritage Collections staff identify items in need of conservation and this work is carried out by the Library's Bindery & Preservation Unit. Very fragile items may be retained, but access to them may be restricted.

12. Review

This policy will be reviewed within five years

Endorsed by the Senior Management Team, 19/06/2012

Appendix 1

Dunedin Public Libraries Kā Kete Wānaka o Ōtepoti Archives Donation Form

I, as the donor (or agent) of the material briefly listed on page two of this document, understand and agree that the donation is made under the following conditions:

1. An appraisal of the donation will be conducted by Library staff in accordance with internal appraisal policies to ensure that the donation falls within the scope of Dunedin Public Libraries Heritage Archives Policy.
2. Should an item be permanently removed from the Archive, the material will be offered back to the donor, where possible.
3. Access may be restricted to some materials to protect the interests of third parties, as a result of donor conditions, or to restrict the copying of material, if the process is likely to cause damage to the item.
4. The donation of material to Dunedin Public Libraries indicates the permanent transfer of control and custody of the material from the donor to the Archive.
5. Intellectual rights, such as copyright, remain with the donor or author.
6. Dunedin Public Libraries will hold a signed statement on file suspending copyright, if requested by the copyright holder.

DONOR
Name _____
Address _____

AGENT
Name _____
Address _____

Telephone _____
Email _____

Telephone _____
Email _____

PROVENANCE
(organisation(s) or individual(s) who created or collected this information)

Brief description of items for donation including any restrictions requested.

Quantity on arrival:

Signed _____

Dated _____

Received by: _____ **On behalf of Dunedin Public Libraries**

Signature: _____ **Date:** _____

DUNEDIN PUBLIC LIBRARIES

MCNAB NEW ZEALAND COLLECTION POLICY 2012

SCOPE

This policy is concerned with the McNab New Zealand Collection in the City Library, a part of the Dunedin Public Libraries network. It does not cover archival material for which a separate policy exists. Note: Local History collections in the Community Libraries are governed by the operational collections policy documents.

1. Collection Scope

The collection aims to provide resources with a research focus and includes specialized materials of permanent or long term value to researchers. The collection is not a repository of all New Zealand published materials. Criteria for inclusion in the collection must still include consideration of the likely future use of the item.

2. Collection Purpose

The collection aims to provide resources to meet the current and future needs of historical researchers, students, genealogists, and members of the general public who are pursuing general and advanced study in the history, development and cultural life of New Zealand, and especially Dunedin, Otago, and the southern part of the South Island. It underpins the New Zealand component of other collections and plays an important part in the Library's provision of reference services. The inclusion of government materials in the Heritage collections ensures that resources needed for public consultations on official policies are freely available.

3. History

The McNab New Zealand Collection, based on the third floor of the City Library, is named after Robert McNab (1864-1917). McNab was a lawyer, politician, farmer, and historian whose major research interests were Pacific exploration and early New Zealand history. He wished his collection to be made available to the general public, and his donation of 4200 books to Dunedin Public Library in 1913 was intended to provide a collection which would be of value to all Dunedin citizens. One of the conditions of the gift was that the original collection be added to continually, and it has proved to be a strong basis for later acquisitions. The complete set of high school magazines which formed part of the original gift is a much used part of the collections that is still maintained. Overlap between the collections and those of the Hocken library were noted by early librarians but the question of amalgamation, although raised as a possibility, was discounted as impractical given the restrictions on access provided within the research library environment. The collection has benefited greatly over the years from generous donations.

4. Description of Collection

The McNab New Zealand Collection consists of material relating to all aspects of New Zealand life, history, culture, and the natural environment, and is particularly rich in local material. It forms an accumulating permanent record comprising over 75,000 items and is made up of the following:

- Books
- Newspapers
- Serials

- Government documents
- Educational materials e.g. University calendars & prospectuses, school magazines
- Annual reports
- Maps
- Pamphlets & Directories
- Ephemera
- A small quantity of archival material.
- Microfilm and microfiche

Some of the early newspapers and some other sets of volumes are irreplaceable, and many other items are rare or unique. These are supplemented by vertical files on a wide variety of topics relating to people, places, and events, (Dunedin firms and buildings are among the topics of perennial interest), and by a unique online newspaper index (Southern Regional News Index) begun in 1861, online since 1993 and primarily sourced from The Otago Witness, The Evening Star, The Otago Daily Times, the Midweek and the Weekender.

4.1. Genealogical resources

The collection also offers key New Zealand genealogical resources including indexes of births, deaths, and marriages, street directories, electoral and military rolls, and some shipping records and passenger lists.

4.2. Ephemera

This is a collection of Dunedin ephemera (printed items intended for short-term use), chiefly 20th century. It primarily comprises programmes and brochures for exhibitions, concerts, theatre, festivals, sports events, travel, etc. It also includes daily newspaper cartoons (1930s to 1960s), some wartime memorabilia and greeting cards. Its greatest strengths are in music and theatre. Although a few items date from the early 1860s, most are from the 1890s onwards, particularly 1920s to 1960s. The collection numbers around 14,000 items, of which 20% date from pre-1945, and many are very scarce or even unique. The collection is presently only added to irregularly by contribution from staff and members of the public.

4.3. Map collection

This includes topographical maps for all of New Zealand, selected geological, city, town, and hydrographic maps, local orienteering maps, and some particularly useful historical maps of Dunedin.

4.4. Australian Collection

The Australian Collection is a small but valuable collection of about 400 items documenting the early years of Australian colonisation and including plan views of cities.

4.5. Voyages Collection

Another significant asset is the Voyages Collection of just under 400 items, many of them rare and valuable, and many beautifully bound. It includes accounts of all the important early European voyages to the Pacific which relate to Australia and New Zealand. There is material in several languages, and different editions and versions of the major voyages, such as those of James Cook. American accounts are also represented and relate particularly to the whaling and sealing period.

4.6. Troopships Collection

The Troopship Journal Collection initiated by Dunedin's first Librarian, William Barker McEwan is arguably one of the finest in the country, with approximately 379 journals from troop and hospital ships, military camps and the frontlines written by and for New Zealand's armed services.

4.6. Archives

See Heritage Archives Collection Policy.

5. Collection Management

Responsibility for managing the collections rests with the Heritage Librarian.

5.1 Selection Tools

Resources used to aid selection include:

- Suggestions from the public
- Trade, library, general, and special interest magazines – print and online
- Publishers' and booksellers' catalogues – print and online
- Special interest websites
- Online newsletters e.g. Booksellers' Brief
- New Zealand National Bibliography
- Titles on approval from local suppliers
- Auction catalogues

5.2 Selection Guidelines

Robert McNab's wish was for the collection to be comprehensive; comprising all books written about or in New Zealand, or by New Zealanders. Increased publishing output has led to a narrowing of focus for the collection.

Single copies of different editions will normally be retained but additional copies may be purchased when long-term, heavy demand is expected or where it is desirable to retain different editions for comparison. As a general rule, a maximum of two copies of printed material is retained although further digital derivatives may be created.

Both published material and original works are collected in any format or language to fulfill the following criteria

Collection Priorities:

Works collected comprehensively include:

- Materials of cultural significance to Otago and Southland,
- Publications of the Dunedin City Council and the Otago Regional Council

Generally acquired include:

- Official publications
- Works about local flora and fauna,
- Local literary works
- Works by local illustrators or artists

- Biographies
- Serials

Selectively acquired:

- Maps
- Cookbooks
- Children's materials
- Sports titles
- Archival materials
- Examples of the work of local printers
- Ephemera reflecting Otago's documentary heritage
- General works without intrinsic research value but representative of an era
- Works by local authors of local interest but limited literary merit or long term value

Exemptions

Decisions to purchase some marginal items are influenced by the holdings and acquisitions of some other libraries in Dunedin, especially the Hocken Library.

Not collected:

- Works with no local relevance
- Works which have little or no relevance outside a particular profession or occupation
- Summaries of reports where the Library holds the complete version, provided they contain no extra material
- Monographs under five pages unless forming part of a series
- Histories of organisations outside Otago such as schools, churches, and business firms, covering less than one hundred years
- Genealogical records of interest or value only to a specific family or families
- Works containing duplicated content, such as reprinted, reissued, or insubstantially revised editions, unless the original edition is not held or is in poor condition.
- Overseas translations of New Zealand works
- Works published overseas whose author, editor, or compiler is a New Zealander or a New Zealand resident but which have no other New Zealand relevance.
- Overseas publications which have limited New Zealand relevance (for example less than 10%) particularly where the author is not a New Zealander.

6. Deselection

The McNab collection is a permanent one. An item may be deselected if the following criteria apply:

- Material is an exact duplicate, with no significant heritage value (e.g.: signed by prominent citizen)
- Item is damaged
- Not locally relevant
- Of current interest only e.g. calendars
- Superseded editions with no significant difference from previous edition
- Items do not fit the stated scope and aims of the collection
- Items do not contravene McNab's Letter of Agreement

7. Acquisition and Purchasing

Most new items are purchased through the Library's usual suppliers. Specialised New Zealand suppliers of new and second-hand materials are used for some obscure or rare publications.

8. Standing Orders

A small number of standing orders are maintained, for example for the New Zealand Official Yearbook and the Road Code. Some fiction is also received on Standing Order.

9. Review

This policy will be reviewed within five years.

Endorsed by the Senior Management Team, 19/06/2012

DUNEDIN PUBLIC LIBRARIES

PERMANENT ART COLLECTION POLICY 2011

SCOPE

1. Collection Scope

This policy encompasses all the Permanent Art Works displayed throughout the Library network.

2. Collection Purpose

The purpose of this collection is to mark important events in the Library's history, showcase important local and national artists, provide community identity and pleasing visual connections to extend the Library experience for staff, customers and visitors.

3. History

The collection is unsolicited and appears to have grown from a series of donations given to the Library from or about the time of the opening of the new City Library in 1982.

4. Description of Collection

The Collection numbers approximately 160 items (2011) and includes works by prominent New Zealand artists and illustrators such as Colin McCahon, Jeffrey Harris, Ralph Hotere, Robin White, Nigel Brown, Molly McAlister, Annie Baird, Joanna Paul and well known local artists such as Ron Esplin, Ena Jeans, Kathryn Madill, David Elliot, Ivan Hill, Odelle Morshuis, Jane McLeod, Heather Maxwell, John Toomer, Lindsay Crooks and Jan McLean.

5. Housing

The collection is displayed predominantly in the City Library but all community libraries have works on display. All works are located in positions which reduce the impact of environmental factors and are affixed by appropriate brackets to ensure that theft is unlikely.

6. Valuation

The collection was appraised in 2006 by Stephen Higginson of Milford Galleries in Dunedin and valued at \$3,076,000. The collection is expected to be valued every five years and in the period 2006-2011 a further 18 works have been added.

The bulk of the valuation can be attributed to the works by Colin McCahon 'Otago Peninsula', Ralph Hotere 'Window in Spain', Jeffrey Harris 'Jasmine Pathway'.

7. Collection Management

The collection is managed by a Library staff member (currently the Head of Collection Services) who liaises with potential donors and negotiates gift terms which are acceptable to both the donor and the Library.

Each work is allocated a running number prefixed by PA when it added to the Permanent Art Collection. This number is applied to all information pertaining to the work over time.

A standard donation form [G:\LIBRARY\Collection_Development\Donations\Art_Donation_Agreement \[MASTER\].doc](G:\LIBRARY\Collection_Development\Donations\Art_Donation_Agreement_[MASTER].doc) is used to ensure that the conditions upon which the donation is made is understood by both parties and serves as a record in perpetuity. A file of historic information related to the works has been compiled from archives records and is added to as new items are donated, conservation work is completed and other relevant information is acquired. Some early donations have little information associated with them.

Small gold plaques are commissioned to display details including artist, title, donor, date and location to inform viewers about the works.

8. Selection Tools

Not applicable except since the works are not selected by Library staff. However the Internet and specialist gallery/art sites may be used to inform decisions about whether offered works will be accepted.

9. Selection Guidelines

When works are offered the following criteria are used:

- Reputation of the artist
- Local connections to Dunedin/Otago
- Relevance of the subject
- Artistic merit
- Synergies with existing works in the collection
- Synergies with other Library collections
- Condition of the work
- Space required

When works are accepted the intention is to keep them in perpetuity and donation agreements reflect this.

10. Deselection

In general works in this collection will not be deselected. The Library reserves the right to manage the collection as it sees fit and if a work was subject to damage there may be circumstances where deselection was a necessity.

A few works are on semi permanent loan to the Library e.g. several works owned by the Dunedin Public Art Gallery, the Otago Museum and one work by a family residing overseas and may at some future date be required to be returned or the Library may decide that the objects are no longer suitable to remain in the collection.

11. Formats

The collection is mainly art works on paper or canvas using watercolour, acrylic, oil, gouache, pencil, mixed media and representing a number of processes including lithograph, screenprint, engraving, mezzotint and woodcut. However there are a broad range of formats and these include marble, oamaru stone, wood, raku clay, flax, porcelain, bronze, stainless steel/aluminum, rope, woven materials, glass, resin/fiberglass, wool, cotton.

12. Acquisition and Purchasing

Not generally applicable. The Library is not funded to develop a Permanent Art Collection. However the fourteen 'Stations of the Cross' by Bashir Baraki were purchased by a former City Librarian Michael Wooliscroft to embellish the rimu walls in the Heritage area when the City Library opened in 1982. A few other works have been purchased since by Library and Council staff including Anna Shin's String Quartet series purchased on behalf of Council by former Dunedin Mayor Sukhi Turner for display in the Library.

13. Standing Orders

Not applicable.

14. Donations

The Permanent Art Collection relies on donations and bequests although some works are from the Library's former rental art work collection which was disestablished. Individuals and organisations have seen fit to bestow important, valuable and aesthetically pleasing works to the Library for the following reasons:

- in honour of notable events such as the establishment of the City Library in Moray Place and the Library's Centenary in 2008
- to showcase their works by having them hang in a prominent public space
- to embellish sometimes austere walls and to enhance the visual appeal of the libraries
- as gestures of appreciation for the library as a service and its value to the community
- to contribute to community identity

15. Preservation and Repair

Works are regularly inspected to ensure frames, mats and glass meet appropriate conservation standards. Works in non paper formats are reviewed regularly and appropriate experts in the community consulted with.

Conservation work for this collection is funded from the Library's conservation budget.

At each valuation a condition assessment is carried out and recommendations are acted on as funds allow.

At 2011 there is little outstanding conservation required. Some works are protected by perspex when their location could make them vulnerable.

16. Review

This policy will be reviewed at least five yearly
Endorsed by the Senior Management Team, 2 August 2011

17. Related Documents

Dunedin Public Libraries - Donations Policy

DUNEDIN PUBLIC LIBRARIES

SPECIAL COLLECTIONS POLICY 2012

SCOPE

This policy is concerned with the Special Collections, held by the City Library of the Dunedin Public Libraries network. Its provisions do not extend to archival material for which a separate policy, the Heritage Archives Collection Policy 2011 exists.

1. Collection Scope

A number of different collections make up the Special Collections. However, their intrinsic nature is such that they do not fit within the ambit of the Operational Collections and being international in scope rather than of New Zealand provenance, the materials do not fit with either the McNab New Zealand Collection or the Alfred & Isabel Reed Collection.

2. Collections Purpose

The Special Collections add to the City's cultural heritage by providing access to a number of discrete collections of historical, literary or cultural interest. Most of these were given to Dunedin Public Library because the donors wanted them to be available to the people of Dunedin.

3. History

In addition to the Alfred and Isabel Reed Collection, and the McNab New Zealand Collection, the Dunedin Public Library's Heritage Collections have been augmented by a number of other significant donations made since 1927. These donors and their collections (in round brackets) include: Dorothy Stewart (W. H. Trimble Walt Whitman collection), Esmond de Beer (Sir Walter Scott), Eleanor Farjeon (the Farjeon family), and Jennie Johnston (H. Johnston). In 1985 a substantial donation from Emeritus Professor Colin Gibson established the Colin Gibson Hymnology Collection, which was augmented in 1992 by a further addition of approximately 1200 hymn books, donated by Professor Gibson and the Reverend Ross Wards of Wellington.

In addition to the above donations the Library acquired a collection of books and archival material of New Zealand author and journalist Hector Bolitho in 1975.

4. Collection Descriptions

4.1. Literary collections

- Hector Bolitho
Collection of books and archival material relating to New Zealand author Hector Bolitho (1897–1974), as well as books from Bolitho's collection not penned by him. The archival material includes: some correspondence, newspaper clippings, diaries, scrapbooks, photographs and photo albums, printing blocks, unpublished works, and magazine articles written by Bolitho.
- Frank Boreham
Fiction and non-fiction titles by Frank W. Boreham (1871–1959). Boreham was a Baptist minister and resident of Mosgiel from 1894 to 1906. The collection currently consists of 72 volumes and is currently housed in the Mosgiel Library.

- **Robert Burns**
Numbering more than 300 items, the Library's collection of Burnsiana includes: the anthology *A Selection of Original Scottish Airs* (1793–1818) once owned by Gilbert Burns, brother of the poet and father of Rev. Thomas Burns; a first Edinburgh edition of *Poems Chiefly in the Scottish Dialect* (1787); and a manuscript of Burns' poem 'To Mrs Kemble', the only manuscript in the poet's hand held by the Library.
- **Benjamin and Eleanor Farjeon**
The collection holds more than 240 volumes of the works of Victorian novelist Benjamin Leopold Farjeon (1838-1903), and of his talented family, of whom the best-known is children's writer Eleanor Farjeon (1881-1965). The collection includes a first edition of Benjamin Farjeon's *Shadows on the Snow* (ca. 1865), one of the earliest novels printed in New Zealand.
- **H. Johnston**
A collection of 33 published items, mostly the works of J.M. Barrie and Henry Johnston who were close friends, and an autograph letter album. The album includes 137 letters by such literary, artistic and political figures as Anthony Trollope, George MacDonald, and W. E. Gladstone.
- **Sir Walter Scott**
The collection numbers 170 items at present. Many of the titles are first editions of such classic literary works as *Ivanhoe* (1820), *Waverley* (1814), and *Rob Roy* (1818).
- **Walt Whitman**
The collection consists of more than 680 volumes, including numerous editions of Whitman's classic work *Leaves of Grass* from the 1856 second edition to modern publications. The majority of the items held were the property of William Haywood Trimble. One of the most interesting items in the collection is the *Concordance of Walt Whitman's Leaves of Grass*, a typescript in two volumes, compiled by Trimble and his wife, totals 61,201 entries.

4.2. Book Sale Records

A collection comprised of more than 950 antiquarian book dealer and auction house (primarily Sotheby's) catalogues, and including some historical consolidated pricing records, such as Bookman's Price Index, American Book Prices Current, and Book Auction Records. The majority of the catalogues are from British and North American dealers, with some catalogues from dealers based in Australia and New Zealand.

4.3. Dunedin Gaelic Society

The collection numbers approximately 235 items, including primers and dictionaries, song books, scrapbooks, resources on learning Scots-Gaelic, and religious works such as a nineteenth-century edition of the *Gaelic Prayer Book*.

Journals are also included, with nineteenth- and early-twentieth century editions of *An Gaidhel* and a run of the periodical *Tinne* from 1986 to 1994.

4.4. Colin Gibson Hymnology Collection

Numbering more than 2,200 items, this collection of hymnals, carol books, reference works, periodicals and archival material is the largest gathering of

hymnody resources held by any institution in New Zealand. Its special strength lies in its New Zealand material, but the collection also has international and complementary features related to hymnbooks and studies for the use of scholars and the general public.

4.5. Left & Right Book Clubs

The Left Book Club was established in 1936 by Stafford Cripps, Victor Gollancz and John Strachey, and published reprints of contemporary socialist and 'progressive' classics. The Right Book Club was launched as a conservative response to the Left Book Club in February 1937 by Edgar Samuel, who worked for the bookselling firm W. & G. Foyle, and his father-in-law William Foyle.

The Library holds 255 of the 259 titles published by the Left Book Club and 112 titles of an unknown number published by the Right Book Club. It is intended to form a complete collection of both publishing runs.

4.6. Naseby Athenaeum and Portobello Library Collections

The early Naseby Athenaeum and Portobello libraries were formed as part of the 'Otago Public Library' circulating scheme under John Hislop (1821–1904) and the Otago Education Board during the 1860s and 1880s.

The Naseby Collection numbers over 1,600 volumes and the Portobello Collection 721 respectively. Combined, they form a significant resource for studies of literacy and social history in the development of the Otago Region.

4.7. Osborne Collection

A limited series of facsimile editions (29 titles published) of early English children's books from the Osborne Collection of the Toronto Public Library issued jointly by The Bodley Head in London and Holp Shuppan in Tokyo.

4.8. Sonnenschein Collection

The Library has identified from its older holdings more than 3,000 titles listed in the third edition of Swann Sonnenschein's *Best Books* (1935). While titles are still transferred from the lending collections, there is no intention to develop a comprehensive Sonnenschein Collection. The aim is to establish a discrete collection, which will preserve a representative selection of works held in high regard in the early part of the twentieth century.

5. Collection Management

Responsibility for the management of the special collections rests with the Rare Books Librarian.

5.1. Selection Tools

Resources used to aid selection include:

- Trade, library, general, and special interest magazines – print and online
- Booksellers' catalogues – print and online
- Special interest websites
- Listservs including EXLIBRIS-L and ABAA-L
- Auction catalogues

5.2. Selection Guidelines

Selection will take the following criteria into account:

- Enhancement of existing collection strengths
- Relationship to other collection items
- Suitability for exhibition
- Ability to fill a known subject gap in the collections
- Literary or artistic merit
- Value for money
- Item significance or uniqueness
- Condition of the materials and their preservation requirements
- Special cataloguing or other needs
- Space or special housing needs

5.3. Collection-Specific Criteria

- Sir Walter Scott Collection
Additions to the Scott Collection are restricted to works published during the author's lifetime (Scott died in 1832) with an emphasis on securing first and early editions. Significant posthumous publications are also sought.
- Robert Burns Collection
Additions to the Burns Collection are restricted to works published during the author's lifetime (Burns died in 1796) and significant posthumous editions.
- Sonnenschein Collection
Additions to the Sonnenschein Collection are restricted to works listed in W. S. Sonnenschein's *Best Books* (1935) only. Transfer of material from operational collections must have the approval of the Rare Books Librarian or Heritage Librarian if the former is unavailable.

5.4. Replacements

The replacement of significant items which are damaged, lost, or stolen may be undertaken if it is considered more important than the purchase of items new to the collection.

6. Deselection

An item may be deselected, if the following criteria apply:

- Material is an exact duplicate
- The donor or vendor had no right to give or sell them to the library
- They have physically deteriorated & conservation is not possible, or is actively placing other parts of the collection at risk
- The items are transferred to the original party or to a third party with the agreement of the original party
- Items do not fit the stated scope and aims of the collection

7. Acquisition and Purchasing

Funding for special collections acquisitions comes from the Library budget.

8. Standing Orders

A single publication, *The Walt Whitman Quarterly*, is received on standing order at present.

9. Review

This policy will be reviewed within five years

Endorsed by the Senior Management Team, 19/06/2012