



# Content Guidelines – Memory Collections

## 1. Objective

**To provide a trusted and comprehensive record of Queensland’s history.**

A wide range of historical and contemporary content is collected to reflect events, people, places and ideas that shape Queensland. These collections are a resource for current and future generations wishing to understand Queensland.

### 1.1. Relevant collections

- John Oxley Library

### 1.2. Intent

State Library is a leading collector of Queensland’s documentary heritage. The John Oxley Library, founded in 1934, has a legislative role in housing Queensland’s collective memory. Content belonging to this category is retained as an important record of Queensland’s history, past and present.

### 1.3. Selection

Candidates for the collection are appraised according to three broad criteria that ultimately determine whether they are acquired: content, impact and viability. All three factors are taken into account in their appraisal.

It is critical that the management of these collections, at each stage of the lifecycle, contribute to developing a deeper picture of Queensland and its history. The content of these collections is paramount, with levels of impact and viability issues being contributors to the overall value of an item.

Material may be acquired in a range of formats, from traditional paper-based materials and photographs to digital files.

#### 1.3.1 Content

When selecting for the Memory Collections, content is highly important.

An assessment of an item or collection’s content may take into account the following attributes:

- Level of historical and cultural significance to Queensland
- Provenance
- Uniqueness – is this content available through other institutions? Does it provide new information beyond what is currently in State Library’s collection?
- Documentary value
- Research value
- Aesthetic appeal

### **1.3.2 Impact**

When selecting for the Memory Collections, impact is of moderate importance.

The following factors contribute to determining the extent of an item's benefit to the public:

- Level of current usage
- Level of potential usage
- Interpretive potential for engagement (physical and online)
- Ability to meet needs of target audiences
- Alignment with broader agendas or strategies
- Potential for re-use and creation of new knowledge

### **1.3.3 Viability**

When selecting for the Memory Collections, viability is of moderate importance

Consideration must be given to the following issues that may impact SLQ's ability to make collections accessible and realise public benefit:

- Physical condition
- Copyright status
- Access restrictions that limit access, usage and engagement opportunities
- Level of description required
- Level of arrangement and ordering required
- Preservation requirements (physical and digital)
- Storage requirements (physical and digital)
- Risk of loss if not collected
- Cost of acquisition and maintenance

## **2. John Oxley Library**

### **Overview**

The John Oxley Library aims to provide a thorough documentary record of life in Queensland, making publicly available a repository of content able to be interpreted and used to create new knowledge.

### **2.1. Target audiences**

Collections within the John Oxley Library cater to multiple audiences. The collections cater for all levels of interest from researchers through to those with a curiosity of Queensland history. Future audiences are also taken into account through collecting.

Though available to all members of the public, the John Oxley Library's collections have particular interest for the following user groups:

- Aboriginal and Torres Strait Islander people
- Academics
- Researchers
- Historians
- Writers
- Curators
- Creatives (eg. film-makers, photographers, musicians)

- Family historians
- Educators
- Students

## 2.2. Collecting intentions

For an item or collection to be considered for the John Oxley Library, it must satisfy at least one of the following conditions. If it does, it is then be assessed according to the three key selection criteria of content, impact and viability.

A candidate for the John Oxley Library collection must be one of the following:

- substantially related to Queensland or containing significant Queensland content
- written or created by a Queensland person or persons
- published in Queensland
- written or created by a corporate body identified as primarily Queensland-based
- illustrated by a Queensland illustrator or artist
- about the areas neighbouring Queensland when they are relevant to Queensland's development:
  - British New Guinea (1884 to 1905)
  - German New Guinea (1885 to 1914)
  - Papua New Guinea, West Papua, Fiji, Solomon Islands, Vanuatu (formerly New Hebrides), New Caledonia (particularly Noumea)
  - Cross border areas of New South Wales, South Australia and the Northern Territory
- of historical association leading up to or after the creation of the colony on 10 December 1859

Emphasis will also be placed on material related to under-represented groups in the collection, particularly reflecting the personal experiences of Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, the lesbian, gay, bisexual, transgender, intersex, and queer/questioning (LGBTIQ+) community, the disability sector, and regional communities.

Material is collected in both physical and digital formats. For published works a digital version of a publication is regarded as the preferred copy when the digital version provides equal or greater access than the print version and enables long term digital preservation.

### **2.3. What we don't collect**

- Material not published in Queensland that does not contain significant Queensland content. To be regarded as “significant” content needs to have a broad level of interest and be strongly associated with an aspect of Queensland’s history, culture or development. In addition, the Queensland content needs to form a substantial portion of the publication and to constitute more than a series of passing Queensland references. Material in this category includes:
  - Memoirs and family histories not containing substantial information about a locality, district or significant public event associated with Queensland’s history
  - Publications primarily about the personal or spiritual development of individuals living in Queensland
- Duplicates or reformatted versions of items already widely publically accessible
- Copies, reprints, recompilations and editions without substantial change
- Reprints of self-published works produced to correct errors in previous print runs
- Curriculum materials published outside Queensland
- Non-Queensland publications that have been owned by prominent Queenslanders
- Family Bibles
- Conference papers without Queensland content presented at a conference held in Queensland
- Film held by other collecting institutions (eg. National Film and Sound Archive)
- Self-published works whose distribution is limited to a defined group of people (does not meet the requirement for Legal Deposit of having been made available “to the general public” as specified in Part 8 of the Libraries Act)
- Online games
- Mobile apps
- Works of non-fiction by Queensland authors not published in Queensland with little significant Queensland content
- Official records created by state and local government departments or agencies
- Research notes, compilations from published sources, indexes and lists taken from existing collections
- Items with limited copyright permissions or significant access restrictions
- Objects (e.g. costumes, furniture, realia) that are not contextualised by accompanying information or collection material
- Receipts, invoices and other basic financial records
- Theses not relevant to Queensland
- Newsgroups, discussion lists, bulletin boards and chatrooms and related content
- Websites which only serve the purpose of organising Internet information (directories, indexes)
- Intranet websites

### **2.4. What we collect**

Material published in Queensland or with significant Queensland content is collected in all formats.

#### **2.4.1 Books**

- Imaginative works about or set in Queensland are acquired. Priority will be given to works where the setting is central to the work or where it depicts uniquely Queensland issues or circumstances.
- Editions, reprints and recompilations that do not differ from the former edition will not be collected.
- Adaptations (e. g. novels adapted for stage plays and graphic novels based on literary works) may be collected.

- Compilations or anthologies containing imaginative works by Queensland creators may be collected.
- See also self-published works.

#### **2.4.2 Periodicals, including newspapers, journals and magazines**

- The lodgement via National edeposit (NED) of pre-press legal deposit newspapers is accepted.
- Queensland editions of periodicals, including newspapers, journals and magazines not published in Queensland, will be assessed for the amount of Queensland related information they contain. Where the bulk of the content, with the exception of advertising, is the same as the editions produced for other states the publication will not be selected.

#### **2.4.3 Government publications**

- Publications produced by all levels of government in Queensland are collected.
- Commonwealth Government publications of specific relevance to Queensland are collected.

#### **2.4.4 Websites**

- Websites containing significant Queensland content and covering a wide range of subjects documenting Queensland society, with a focus on Queensland web content not captured in whole-of-domain harvests for the Australian Web Archive.
- Queensland content is the pre-eminent factor determining selection. Queensland authorship or editorship alone is insufficient grounds for selection.
- Representative selection only of online content not considered authoritative or not having reasonable research value.
- More inclusive selection guidelines may be applied to online publications and social media content documenting key issues of Queensland social or political interest, significant Queensland events or relating to particular groups identified in key Queensland Government initiatives and priorities.

#### **2.4.5 Maps**

- Maps published in Queensland, maps of Queensland and maps with historical context are collected.
- Queensland produced maps which are generated and printed on demand are not regarded as legal deposit. They will be considered for purchase periodically.

#### **2.4.6 Music**

- Queensland music is collected including scores, lyrics and recordings by Queensland composers, musicians and music groups.
- A Queensland music group is one which originated in Queensland, or in which the most prominent member is readily identifiable as a Queenslander, or the members are Queenslanders.

#### **2.4.7 Ephemera**

- Ephemera is collected selectively.
- Election ephemera for Commonwealth, State and Local Government elections is actively sought at each election.

#### **2.4.8 Posters**

- Posters featuring iconic Queensland locations, people, events or companies will be actively collected regardless of place of publication.
- Posters and promotional material published in Queensland or promoting Queensland composers, musicians, music groups and artists are collected.

- Posters and promotional material promoting performances in Queensland venues are collected only when the material is produced specifically for Queensland performances. Generic promotional material for Australian tours is not collected.

#### **2.4.9 Grey literature**

- Grey literature is defined as the body of research information which is produced and distributed outside mainstream publishing channels.
- Grey literature encompasses: technical and project reports, working papers, studies, submissions, environmental impact statements, heritage materials, blog content, briefings, discussion papers, theses, guides, research assessments, evaluations, essays, media releases, public opinion represented in electronic and social media, technical documents, pre-prints, data sets.
- Grey literature will be considered for the collection if both Queensland content and research value are significant.

#### **2.4.10 Self-published works**

- Self published works are only acquired when they have been made available through a commercial distributor. Exceptions to this condition may be considered in instances where a strong research value in the interests of the wider public can be demonstrated.
- In the absence of a traditional publisher, the publishing service or distributor will be identified as the agency primarily responsible for making the work available to the public. A legal deposit obligation will only exist in instances where this agency is located in Queensland.
- The author's place of residence is not a consideration in determining the legal deposit status of self-published works.
- Self published works published in Queensland will not be actively pursued unless there is significant Queensland content.
- Self published materials not published in Queensland will only be considered if they contain significant Queensland content.

#### **2.4.11 Manuscripts and personal papers**

- Personal collections are a valuable source of unique insights into an individual or family's experiences. They comprise some of the John Oxley Library's most significant collections.
- Personal collections accumulated by an individual or family must provide research value beyond the scope of the family group. A collection's significance is assessed according to its ability to detail the lives and experiences of people of historic interest. This may include prominent individuals that were involved in key aspects of Queensland's history, or it may include less well-known individuals whose experiences are particularly typical of a place and/or period.

#### **2.4.12 Business and organisation records**

- State Library collects records that reflect the activities of businesses and non-government organisations operating within Queensland. It does not include records created by state or federal government agencies (which are the responsibility of State and National Archives, respectively.)
- Businesses and organisations that have significantly contributed to Queensland's development are of highest priority.

#### **2.4.13 Architectural drawings and plans**

- Architectural drawings and plans are collected for the information they provide on Queensland buildings – this includes significant structures and typical/vernacular structures.
- State Library is particularly focused on collections that document the output of key architects and architectural firms.

- Drawings and plans of government buildings are the responsibility of Queensland State Archives.

#### **2.4.14 Photographs**

- Photographs are primarily collected for the information that they provide, as a record of a particular time and place in Queensland history.
- All formats are collected, including negatives, slides, prints and born-digital images.
- Anonymous or uncaptioned photographs are generally not accepted – photographs with accompanying information and provenance are preferred.

#### **2.4.15 Artworks**

- Artworks are primarily assessed for representational and informational value, with secondary consideration given to their aesthetic appeal. All formats (including oils, watercolours and sketches) are collected.
- Particular interest is given to artworks produced during the formative years of photography where few photographic representations of Queensland exist.

#### **2.4.16 Realia**

- State Library collects objects for our original materials collections when they are situated within a broader collection, or provide contextual information for similar collections.
- Realia collected may include jewellery, trophies, small pieces of clothing, medals and photography equipment (eg stereoscopic viewer).
- Mass produced realia such as official merchandise and promotional material may also be collected selectively for our published collections. Priority is given to material with significant cultural or historical significance, high aesthetic appeal and interpretive potential.

#### **2.4.17 Unpublished motion picture footage**

- Where a copy is already held at National Film and Sound Archive, State Library will not collect motion picture footage.
- Film that has undergone significant deterioration will not be collected.
- Particular interest is given to footage that has not been broadcast or widely distributed previously.

#### **2.4.18 Audio visual material**

- Original publication formats such as CDs and LPs will be retained and preserved for their unique content (cover art etc) and as a record of the original publishing intention
- Audio visual materials not published in Queensland which are accessible via the National Film and Sound Archives (NFSA) will not be duplicated in State Library's holdings. This condition is likely to apply to AV titles which have received a broad Australian release and will include films filmed in Queensland and with Queensland content.
- Broadcast AV material produced in Queensland or with Queensland content (such as television and radio broadcasts) is regarded as being the responsibility of NFSA and is out of scope for State Library's collection. Specific titles of particular interest if available on a suitable format may be acquired selectively.
- The fact that a film has been shot or located in Queensland or received funding support from a Queensland body will not usually be considered a sufficient reason for acquisition for State Library's collection.

#### **2.4.19 Oral histories**

- Oral histories are unedited audio or video interviews which record the life story or lived experiences of their subjects
- Oral histories must contain pertinent information with clear research potential.
- Interviews must be of adequate sound quality.
- Digital recordings are preferred to oral history recordings on reel-to-reel or cassette tape.

- Transcripts, or at the least time-coded summaries, are highly desirable for new acquisitions.
- Recordings with significant access restrictions are strongly discouraged.

#### **2.4.20 Digital stories**

- Digital stories are multimedia movies that combines a variety of elements such as photographs, video, animation, sound, music and text within a narrative structure
- Stories will generally run from 2-10 minutes.
- Stories containing significant amounts of uncleared copyright material will not be collected.

#### **2.5 Exhibition content**

Content created in the development of an exhibition may be considered for addition to the collection, with a key consideration that the content has ongoing value in terms of its content and impact, beyond the context of it being in the exhibition.

#### **2.6 De-selection**

The John Oxley Library Collection permanently retains material to ensure that a documentary record of Queensland is preserved long-term. In some circumstances items may be identified for de-selection and withdrawal if they are assessed to be outside the scope of requirements articulated in the Collection Guidelines.

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