

# Content Guidelines: Memory Collections

## Objective

To provide a trusted and comprehensive record of Queensland's history, which reflects events, people, places and ideas that shape Queensland.

State Library's [Content Strategy](#) provides a decision-making framework for collections, including Memory Collections.

## Description

State Library is a leading collector of Queensland's documentary heritage. Fulfilling the requirement under the *Libraries Act 1988 (Qld)* that "content relevant to Queensland should be collected, preserved, promoted and made accessible" the John Oxley Library constitutes the Memory Collection of State Library. Founded in 1934, it continues to play a key role in housing the state's collective memory. Content belonging to this category is retained as an important record of Queensland's history, past and present.

## Intent

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.

State Library is committed to the principles of freedom of expression and supports the rights of all people to access information and ideas. Through our collections we collect, preserve and provide access to the many and diverse voices, perspectives and viewpoints of all Queenslanders – past and present.

## Content selection

Three criteria are used to assess all State Library collections: content, impact, and viability and accessibility.

These criteria inform a range of collection tasks including selection, description, preservation, storage, digitisation, discovery, access, engagement and deselection. Decisions, including what content we accept, decline and exclude are informed by these criteria. The three criteria must be considered collectively within the context of the collection's intended purpose.

Collecting priorities for the Memory Collections include the following, along with consideration of anniversaries of historical events.

- First Nations voices – language, knowledge, expression, histories and experiences
- Migrant communities – culturally and linguistically diverse communities

- Developing Queensland – urban and regional development, environmental impact
- Children’s Voices – children’s perspectives, activities and accomplishments
- Sports and the Olympics – response to and preparation for the 2032 Olympics
- Armed services experiences – service experiences from World War 2 to the present
- Democracy in action – contemporary politics and activism including elections

## 1. Content

When selecting for the Memory Collections an assessment of an item or collection’s content may take into account the following attributes:

- historical and cultural significance to Queensland
- provenance
- uniqueness – (to State Library’s collection and other institutions)
- representation – ability to provide new perspectives and information
- ability to reflect diversity
- documentary value
- research value
- aesthetic properties.

## 2. Impact

When selecting for the Memory Collections the following factors contribute to determining the extent of an item’s benefit to the public:

- ability to enable, establish or grow connection with diverse audiences and communities
- interpretive and engagement potential
- level of current and anticipated usage
- ability to meet needs of target audiences
- ability to meet the needs of regional or remote communities
- ability to support government strategies and priorities
- potential for re-use and creation of new knowledge.

### **3. Viability and accessibility**

When selecting for the Memory Collections consideration must be given to the following issues that may impact State Library's ability to make collections accessible and realise public benefit:

- physical condition
- copyright status
- Indigenous Cultural and Intellectual Property rights (ICIP) considerations
- access restrictions that limit access, usage and engagement opportunities
- cost of acquisition and maintenance
- level of description provided or required for discovery and access
- level of arrangement and ordering required
- preservation requirements (physical and digital)
- storage requirements (physical and digital)
- risk of loss if not collected.

## **John Oxley Library**

### **Overview**

The John Oxley Library provides 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.

### **Target audience**

Collections within the John Oxley Library cater to multiple audiences, from researchers through to those seeking to understand the history of the area that has come to be known as Queensland. Future audiences are also taken into account in collecting.

### **Collecting intentions**

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

- be 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. This may include historical narratives of exploration and discovery which provide context to Queensland's development.

Specific categories of material and formats are collected, including:

## **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.

## **Manuscripts and personal papers**

- 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.

## **Business and organisation records**

- Records that reflect the activities of businesses and non-government organisations operating within Queensland are collected. This 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 the highest priority.
- Records of small businesses or organisations will be collected selectively and must demonstrate a unique contribution to their community.

## **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 recordings on reel-to-reel or cassette tape.
- Transcripts, or at least time-coded summaries, are highly desirable for new acquisitions.
- Recordings with significant access restrictions are not actively collected.

## **Digital stories**

- Digital stories are videos 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.

## **Photographs**

- Photographs are primarily collected for the information that they provide, as a record of a particular time and place in Queensland history.
- Photographs may document people, places and events, social, cultural or political activities, built environment and architecture, including aerial photographs.
- Portraiture and landscapes are collected selectively.
- 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.

## **Websites and social media**

- 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.

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

- The lodgment 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.

## **Government publications**

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

## **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.

## **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.

## **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.

## **Ephemera**

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

## **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 will be 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 musical or theatrical tours is not collected.

## **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.

## **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.

## **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.

## **Artworks**

- Artworks are primarily assessed for representational and informational value, with secondary consideration given to their aesthetic appeal. This includes artworks by First Nations artists which depict people, places, events or communicate a story or narrative.
- All formats (including oils, watercolours and sketches) are collected.

## **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.

## **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.

## Material not collected

- 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 publicly 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
- Student workbooks
- 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

- Personal diaries which contain only brief notes or appointments
- 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

## Deselection

In exceptional 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. The withdrawal process is managed in accordance with our Content Withdrawal Policy.

### Approved

Vicki McDonald FALIA

State Librarian and CEO

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