

LOCAL HISTORY COLLECTION MANAGEMENT POLICY

Purpose

The purpose of this policy is to provide a framework for the acquisition, management, preservation and provision of access to the City's Local History Collection. It ensures materials documenting the social, cultural, environmental and economic history of the City are collected, managed and made accessible in a manner that supports community identity, lifelong learning and cultural understanding through inclusive, accessible and digitally enabled services.

Definitions

Acquisition is the process of obtaining material for inclusion in the Local History Collection through donation, bequest, purchase or transfer.

The **City** means The City of Karratha.

Local History Collection (the Collection) means the City's curated collection of physical and digital materials that preserve and interpret the history, heritage and cultural identity of the City and surrounding region. The collection documents the people, places, organisations, industries, events and stories that have shaped the community and is managed to support research, education, community identity and the preservation of local heritage for current and future generations.

Conditional donations are donations offered subject to conditions that restrict the City's ability to manage, preserve, provide access or dispose of the material.

Copyright means the legal rights governing the use, reproduction and publication of items in accordance *Copyright Act 1968*.

Deaccessioning is the administrative process of removing an item from the collection.

Digital based records include information created, received or preserved in electronic form, including photographs, audiovisual recordings, born-digital documents and databases.

Objects are three-dimensional artefacts or physical items of historical, cultural or social significance.

Oral History means a recorded interview or testimony in which an individual shares their personal recollections, experiences, knowledge or cultural traditions relating to the history of the City and surrounding region. Oral histories may be recorded in audio, video or transcript form and are collected, preserved and made accessible (where permissions allow) as part of the City's Local History Collection to document community memory, lived experience and cultural heritage.

Paper based records refers to documentary material in physical format including books, newspapers, photographs, maps and ephemera.

Reference collection means material that is available for research and consultation but is not ordinarily available for loan.

Policy Principles

1. Scope of Collection

The Collection comprises material relating to the history, development and communities of the City and the Pilbara region, including but not limited to:

- Paper based records;
- Digital based records; and
- Objects (museum items).

1.1 Themes Collected

The City collects materials that demonstrate a clear link to one or more of the following themes:

- Community and social life;
- Cultural heritage;
- Economic development;
- Governance and civic life; or
- Natural environment.

Priority will be given to materials that:

- Document local people, places and events;
- Reflect diverse community experiences; or
- Have ongoing research, cultural or heritage value.

The collection will not include materials that:

- Fall outside the geographic or thematic scope;
- Are mass-produced and widely available elsewhere; or
- Cannot be appropriately stored, preserved or accessed.

2. Acquisition

The City may acquire materials for the permanent collection through, donation, bequest, purchase or transfer. Acquisition decisions will be guided by collecting priorities, available resources and the City's capacity to preserve and provide access to the material. Consideration may be given to digitisation to support preservation and access.

The City may decline conditional donations which restrict the ability to appropriately manage, preserve or provide access to the collection.

2.1 Refused Donations

Donations may be declined where they do not align with the policy or cannot be sustainably managed. Refused donations are returned to the owner. If the item is not claimed within 60 days, ownership may transfer to the City and the item may be managed or disposed of at the City's discretion.

3. Access

The City is committed to providing access to the collection through digitisation and online delivery where appropriate. Digital materials will be managed in accordance with industry best practice to ensure long-term accessibility and preservation.

This Collection is a reference collection, not for loan outside of the conditions outlined in Section 7 of this policy. The collection will be accessible through a combination of:

- Supervised in-library access;
- Digital access where available; and
- Research and enquiry access.

Access may be restricted where required for preservation, legal or cultural reasons.

Material may be copied in accordance with the *Copyright Act 1968*, donor agreements and any cultural or legal restrictions.

The Collection will support community connection through:

- Local History Museum Trail (Objects on display throughout City locations including Libraries, the Visitors Centre, Airport and Customer Service);
- Exhibitions and displays;
- Programs and events (In Library and Outreach);
- Partnerships with community organisations and schools; and
- Opportunities for community contributions and storytelling.

4. Cultural Protocols

The City recognises the cultural significance of Aboriginal and Torres Strait Islander histories and is committed to respectful and appropriate management of these materials. The City acknowledges that some materials may be culturally sensitive or restricted and will manage these accordingly.

This includes:

- Consultation with relevant communities where appropriate;
- Culturally appropriate access and use conditions;
- Recognition of Indigenous Cultural and Intellectual Property rights; and
- Provision of content warnings for culturally sensitive material.

5. Preservation

The City will implement appropriate measures to ensure the long-term preservation of the Collection including:

- Suitable environmental storage conditions;
- Safe handling procedures;
- Monitoring of collection condition;
- Disaster preparedness and response planning, including local environmental risks; and
- Appropriate storage, handling and conservation practices aligned with industry best practice.

6. Deaccessioning and Disposal

6.1 Deaccessioning

In general, the City will not deaccession or dispose of items that have been accessioned into the collection by means compliant with relevant policies and procedures. Deaccessioning decisions will be documented, transparent and consistent. An item may be deaccessioned if:

- It does not comply with the current collection management policy and scope;
- It is damaged beyond repair, or the conservation and storage costs for it are not financially sustainable.
- It is a lesser quality duplicate of another item or items in the Local History Collection;
- It lacks any supporting information to enable proper identification or to establish its relevance to the Collection;
- A substantiated request for the return of the item to its original owner/donor is received; or
- Poses an unacceptable preservation, safety or storage risk.

6.2 Disposal

The method of disposal will be determined on a case-by-case basis, having regard to the significance of the material, donor agreements and any legal or cultural obligations.

Methods of disposal in order are:

- Return to the donor;
- Transfer to another Local History Collection/collecting body;
- Sale (if appropriate); and
- Destruction.

7. Local History Collection Loans

Collection material is generally not available for loan. The City may, however, enter into inward or outward loan arrangements where appropriate and in accordance with relevant procedures.

7.1 Inward Loans

Inward loans shall only be accepted for specific exhibitions or research and for fixed periods of time. Permanent and long-term inward loans will not be accepted into the Collection.

7.2 Outward Loans

The City may lend material to museums, institutions and organisations holding collections. It will not lend to private collectors.

8. Photographic Reproduction

Some photographs in the Collection may be reproduced for individuals or organisations. The category and purpose of the reproduction request will be considered. The individual or organisation requesting the reproduction must sign an agreement form that will outline the conditions under which the reproduction may be displayed or used before any reproduction approval can be given and requests must comply with relevant procedural guidelines.

9. Oral History

Interested persons can view transcripts of Oral History interviews upon request.

Requests to listen to interviews will be considered in accordance with any access restrictions or donor agreements.

Related Documents

Legislation & Local Laws	<i>Local Government Act 1995</i> <i>Copyright Act 1968</i>
Strategies & Plans	
Alignment to Council Plan	This policy is relevant to the Council's approved Council Plan 2025-2035 Goal: Our community is welcoming, connected, vibrant, healthy, and safe <i>Objective/s: Increase events, arts and cultural activities</i>
Procedures, Documents & Forms	Local History Procedures and Guidelines

Policy Owner

Directorate	Community Experience
Department	Arts, Culture and Events

Review Management

Next review due: 2031

Version Management

Version	Date	Council Resolution Number	Description
1.0	Feb 2013	152398	
2.0	Oct 2014	152968	
3.0	Oct 2016	153599	
4.0	Oct 2018	154186	
5.0	Jan 2021	154738	
6.0	Aug 2026	OCM260824-06	