

**J S Battye Library of West
Australian History**

**Collection
Development Policy
and
Infolink Database
Policy**

June 2004

Table of contents

Part A: Collection Development Policy

1.	Introduction	4
2.	Mission	4
3.	Purpose	4
4.	Policy duration	5
5.	Collecting scope.....	5
6.	Our clients.....	6
7.	Funding	6
8.	Selection and acquisition.....	6
8.1	Special considerations for original materials.....	7
9.	Western Australian published materials	7
9.1	Monographs.....	8
9.2	Serials and Newspapers	8
9.3	Maps	9
9.4	Ephemera.....	9
9.5	Electronic publications	10
10.	Western Australian original materials.....	11
10.1	Private Archives	11
10.2	Pictorial.....	11
10.3	Oral History.....	12
10.4	State Film Archives.....	13
11.	Music	14
12.	Deselection and disposal of materials.....	14
12.1	Disposal methods	14
13.	Access to collections.....	15
14.	Preservation.....	16
14.1	Published works	16
14.2	Original materials.....	17
14.3	Copies	17
15.	Cooperative relationships with other collecting groups and institutions	17
16.	Glossary of terms.....	19

Part B: Infolink Database Policy

1.	Introduction	21
2.	Policy Duration.....	21
3.	Copyright	21

4.	Profile	21
	Government agencies.....	21
	Community organisations.....	22
	Special role in providing music information	22
	Commercial businesses	23
	Privatised government agencies	23
5.	Access	23
6.	Selection criteria	23
	Organisation records.....	23
	Information records	24
7.	Data collection.....	24
8.	Development.....	25
9.	Record deletion	25
	Government records	25
	Community records	25
10.	Glossary of terms.....	26

Collection Development Policy

1. Introduction

The Western Australian heritage collections were established through the collecting activities of Dr James Sykes Battye from 1894. His interest in Westraliana ensured that relevant publications were collected by the (then) Victoria Public Library which had been named for Queen Victoria but later renamed the Public Library of Western Australia. Dr Battye died in 1954.

In 1955 the Library Board of Western Australia assumed responsibility for the Public Library of Western Australia. In 1956 the collection of Western Australian published and archival materials was opened within the State Library of Western Australia and named, in honour of Dr Battye, the J S Battye Library of West Australian History, more commonly known as the Battye Library.

The Battye Library is part of the State Library of Western Australia and its collections have been developed by identifying and acquiring materials through donation, purchase, and legal deposit. Past and present collecting policies and practices have created the most comprehensive and significant collection of Western Australian materials in the world.

2. Mission

The State Library's mission is to provide and promote equitable access to information resources and services which support the intellectual, economic, cultural, social and recreational needs of the people of Western Australia.

3. Purpose

Within the State Library's overall mission, the Battye Library has the prime responsibility for the identification, selection, acquisition and preservation of Western Australia's documentary heritage materials. Documentary heritage materials are defined as published and original records and materials which provide information about a particular person, organisation, business or event.

The collection development policy for the Battye Library is the official State Library policy guiding the collection of Western Australian materials and is intended to:

- provide information for the public concerning the State Library's current collecting activities and intentions for Western Australian materials;
- encourage cooperation and the development of partnerships with other libraries and collecting agencies responsible for Western Australian heritage materials; and,

- assist staff of the Battye Library in their task of selecting, acquiring and managing materials.

4. Policy duration

The Battye Library collection development policy has been endorsed by the Library Board of Western Australia. The policy will be monitored annually and amended as necessary. It will also be subject to review every five years.

5. Collecting scope

The Battye Library is the primary repository for Western Australia's documentary heritage. Its purpose is to hold materials which provide a wide, representative sample of Western Australia's historical, developmental, cultural, economic and political life. The collections of original materials, published and unpublished works are of enduring cultural, informational and historical significance and capable of supporting in-depth research into Western Australia.

Published and original materials are collected, regardless of language or format, from among those which fulfil the following criteria:

1. written or created by a Western Australian person or persons;
2. published in Western Australia;
3. written or created by a corporate body identified as primarily Western Australian;
4. a significant proportion of the material is about Western Australia, or;
5. on a subject of social, political, cultural, religious, scientific or economic significance and relevance to Western Australia. In the case of online electronic publications, highly relevant content is the prime factor governing selection.
6. Produced in or about the Christmas and Cocos (Keeling) Islands as for some administrative and Local Government purposes, these islands come under the responsibility of Western Australia.

The Battye Library does not hold the original records of Western Australian State Government agencies. This responsibility belongs to the State Records Office.

As a general rule, realia or objects will not be collected but will be offered to more appropriate institutions such as the Western Australian Museum. Items of realia will only be accepted with a collection if they are portable and highly integral to it.

6. Our clients

The resources of the Battye Library are available to all members of the public.

The collections, and information about the collections in the Battye Library, are of particular importance to people interested in researching the history of Western Australia, genealogists tracing Western Australian family links, and those seeking current Western Australian information.

Due to online cataloguing, indexing and digitisation of items, collection materials and information about them are accessed by clients around Australia and throughout the world.

The research interests of clients visiting the Battye Library are canvassed regularly through surveys and feedback forms. In addition, periodic meetings of the Battye Library's formal Customer Service Council ensure that there is a forum for the interchange of information and consideration of clients' views and suggestions for improvement to existing services.

7. Funding

The Battye Library is part of the State Library of Western Australia which is a State Government statutory authority with core operations funded by the Western Australian Government.

A proportion of the State Government funds allocated to the State Library provides for the purchase of materials for the collections, but other sources of revenue are used, and direct funding to acquire and preserve materials is welcomed.

The State Library seeks support from the Western Australian public to assist in the care and preservation of the State's heritage materials in the Battye Library. One example is the State Library Custodians with an aim to attract private and corporate sponsorship to acquire and preserve collections which tell the stories of Western Australia.

A prime source of small-scale project funding is provided by the Friends of Battye Library (Inc.), a non-profit organisation with membership drawn from the Western Australian community.

8. Selection and acquisition

The Battye Library's qualified staff are responsible for the selection, acquisition, appraisal and transfer of materials into the Library's collections.

Selection is made from amongst materials which come within the collecting scope for Western Australian materials set out in this document. A primary focus will be on materials which will add to the documentary heritage of the State and provide an enduring resource for researchers into Western Australian history and society.

Items are acquired for the collections by legal deposit, donation, gift, bequest, purchase and, when appropriate, copying of material held elsewhere in private, corporate or institutional ownership.

8.1 Special considerations for original materials

When identifying and selecting original materials, collection staff will consider and may reject material using the following criteria:

- the nature of restrictions placed by the prospective donor. Conditions imposed by donors on the access, use and reproduction of materials accepted into the Battye Library, will be respected and strictly adhered to. If any condition accompanying a donation is considered to be unreasonably restrictive or difficult to administer, the materials offered may not be accepted.
- whether an organisation's records have any continuing use to the creating or successor organisation. Original records which may still be in use by a prospective donor are not archives and will not be accepted into the collection until the donor has finished with them.

A Deed of Gift from the donor to the Library Board of Western Australia may be required for original materials deposited in the Battye Library.

In all cases original materials are preferred over copies, but where there are no original documents available, and the acquisition of copies is justified by the information content of the materials, a quality copy of an original will be accepted.

Joint copying projects in partnership with other archival institutions and collecting agencies will be considered if the materials make a contribution to the documentary heritage of this State.

Fragile, deteriorating, or damaged original materials may be targeted for immediate copying to another medium in line with the Battye Library's Preservation Plan. The plan sets out short and long-term priorities for conservation and preservation work for collections.

9. Western Australian published materials

The Battye Library's published monograph and serial collections comprise text, image, sound, music and cartographic works. The collections include materials in paper, film, videotape, audiotape, microform, electronic disc, and online electronic formats. The Battye Library manages these diverse materials and formats in the following collecting units: Monographs, Serials and Newspapers, Ephemera, and Maps.

State and local government publications are acquired under a directive from the Premier of Western Australia requiring State Government agencies to

place copies of their publications in the Battye Library. Most of the printed material received under the Premier's directive as well as through previous and future legal deposit legislation, will be kept. There is, however, no obligation to retain any materials deemed surplus to requirements.

Newspaper collecting occurs within the framework of the *Newspaper Libel and Registration Act 1884* which stipulates that a copy of every newspaper published in Western Australia must be signed by its printer and sent to the Library Board within 24 hours of publication.

Non-government publications are acquired through cooperative arrangements with publishers in the spirit of legal deposit. Materials published outside Western Australia which fall within the Battye Library's collecting policy, are acquired by purchase or donation.

9.1 Monographs

Monographs can include printed works, microforms, sound recordings, videotapes, physical and online electronic publications. The areas of greatest strength are history, biography and literature. Other areas where a substantial amount of material has been acquired from Western Australian publishing houses and private publishers include transport, natural history, the environment, education, agriculture, town planning and resources development.

Collecting intentions: The Battye Library staff aim to collect monographs published or produced in Western Australia, irrespective of content or format. Items published elsewhere but meeting the criteria for monographs of Western Australian content and authorship will also be collected.

Only a selection of works from the following categories will be collected.

- Curriculum materials: only those that are of particular quality or interest in terms of presentation and informational content will be selected. Preference will be given to curriculum materials which have an educational relevance beyond the course being taught.
- Promotional and advertising materials: samples in a range of formats will be collected but treated as ephemera.

9.2 Serials and Newspapers

Serials include newsletters, annual reports, magazines and other publications produced (usually) at regular intervals. While still largely in print format, the collection now includes discs and also printouts from e-mail and Internet serials.

In the Serials Collection, the most significant subject areas include agriculture, geology and mining, sport, education, religion and local government. Western Australian public administration is a feature, notably

the *Government Gazette* and the annual reports of State Government departments, law and legislation such as the *Western Australian Statutes*, and politics, particularly Western Australian Hansard and *Votes & Proceedings*.

Collection intentions: Collecting strategies are aimed at building and preserving a comprehensive collection of Western Australian serial publications and newspapers. It is acknowledged that a complete collection of serial publications is not practical and staff will not actively seek newsletters of transient and purely local interest. Samples of newsletters in various formats will be selected to represent publishing in this area.

At least one copy of any newspaper published in Western Australia is collected for the Batty Library. Two copies of all major newspapers are acquired: one copy is designated as legal deposit and treated as a preservation copy and the other is provided for the use of clients.

A major goal is to have most of the newspaper collection available to clients on microfilm. Microfilming of Western Australian newspapers according to Australian standards is undertaken by the State Library's Preservation Services.

9.3 Maps

Printed maps, largely dating from the 1890s, predominate in the collection, combined with a strong emphasis on pre-20th century exploration. Maps from the Lands & Surveys and Mines Departments and their successors are particularly important. Aerial photographs are selectively held but have not been actively sought.

Collecting intentions: The aim is to build a representative collection of printed and published maps, atlases and other cartographic materials relevant to Western Australia. Hard-copy paper format is preferred, but microform maps will be accepted when they are only available in this medium. Sample acquisitions will be made of maps provided in electronic formats and computer databases as a method of capturing and archiving materials which undergo continuous online updating.

Manuscript or unpublished cartographic materials are acquired, unless they form part of State Government records and thus come under the collecting responsibility of the State Records Office.

9.4 Ephemera

The term ephemera covers material produced for a specific and transient purpose, one-time or short-term use, and which is usually of a slight physical nature. Examples are theatre programs, exhibition catalogues, election materials including 'how to vote' cards, tourist brochures, and

advertising leaflets. These everyday items offer a unique window into the details and realities of the past.

Some of the strengths of the collection are menus dating back to the late 1800s, labels, election material (both State and Federal), material relating to localities throughout the State, theatre programs, and retail catalogues.

Collecting intentions: Due to the large amount of ephemeral material produced, staff aim to develop a representative collection through sampling and targeted acquisitions. The intention is to establish a collection which provides a picture of Western Australian society, maintaining this unique window into the details and realities of the past for future generations.

9.5 Electronic publications

Electronic publications include works in physical formats, such as floppy discs and CD-ROMs, and online works which are only accessible through a telecommunications network. They may be monographs, serials, maps, ephemera or other form of work. The collection includes a small sample of electronic publications, and printouts from web and e-mail publications. CD-ROMs are mostly from State Government while discs and other material are largely from the private sector.

The Battye Library will selectively catalogue Western Australian websites with direct links from the catalogue record to the site.

Collecting intentions: Representative samples of electronic publications are selected and acquired.

If both print and CD-ROM or floppy disc versions of a publication exist, the print version will be collected. The electronic version may also be collected if it has advantages, such as enhanced search capabilities. Where online, (including material on the Internet), CD-ROM or floppy disc versions of a publication are available, the CD-ROM or floppy disc version is preferred to the online publication.

Some electronic publications such as fee-based databases or information search services, discussion lists, bulletin boards and news groups will not be acquired.

As a general rule, games will not be considered for selection, unless they have a strong Western Australian informational content and are produced in Western Australia.

10. Western Australian original materials

Original materials which have been acquired by the Battye Library are held in Private Archives and Pictorial and Oral History Collections or the State Film Archives.

Materials for these collections are acquired by donation, under the Premier's directive, or purchase. The Oral History Collection also contains interview tapes and transcripts which have been created specifically for the Battye Library.

The original materials collections have a broad Western Australian focus with documents, sound recordings and images detailing historically significant events as well as the day-to-day lives of generations of people. The collections are particularly useful for genealogy and local history research.

10.1 Private Archives

The Private Archives collection holds records which document the concerns and activities of Western Australia's private sector. The collection contains original papers, letters, diaries, journals and manuscripts of individuals and families as well as records of political and social movements, non-government agencies, businesses and community organisations. There is a large collection of baptism, marriage and burial registers from the Anglican and Uniting churches.

Collecting intentions: Collecting intentions for Private Archives are to build and preserve a wide ranging, representative and unique body of documents and related archival material. The Private Archives collection exists to aid and encourage in-depth research into Western Australia's history, its many cultures, business and industry activities, social and recreational life, politics and contemporary concerns.

Special emphasis will be given to acquiring documentary materials from Western Australia's Aboriginal people and ethnic groups. Another aim is to encourage the donation of authors' manuscripts and acquire a broad range of documents from scientists and business people.

10.2 Pictorial

The Pictorial Collection holds images dealing with a wide range of subjects with an emphasis on the everyday life of Western Australians. Images include agriculture, mining, depictions of social life, architecture, townscape and landscape, portraits, and a good collection of images significant for research into the experiences of the State's Aboriginal peoples. Also held are some significant artworks, sketches and paintings from the early nineteenth century, although past and present concerns have been to acquire photographic materials from the mid-1800s to the present day. The bulk of the collection features black and white photographic prints and negatives from 1880 to 1960.

The interest in and growth of local historical societies, museums and local history collections within the State's public library system has allowed staff of the Battye Library to improve and target the selection of images taken into the collection.

Under the provisions of the *State Records Act 2000*, photographs belonging to a Western Australian Government agency are records of that agency and need to be included in the agency's retention and disposal schedule for action by the State Records Office.

Collecting intentions: The aim is to build a representative collection of quality images which collectively give a visual history of Western Australia.

A greater emphasis will be placed on the acquisition of photographic images documenting aspects of twentieth century and contemporary life in Western Australia, particularly in business, employment, engineering, and the changing environment. Post-1960 photographs will be actively sought for acquisition. Images of primarily local interest will be acquired only if they provide an important insight into a particular period of Western Australian life or a specific incident of historical interest.

Images contained in other collections in the Battye Library that are deemed by qualified staff to have little heritage relevance outside that collection, will not be transferred to the care of the Pictorial Collection, but remain with the collection of origin. Information about images held in these collections may be included in the State Library's online catalogue.

Future acquisition of photographs, paintings, or drawings will depend primarily on a work's informational content and whether it adds to the documentary heritage of the State, rather than its aesthetic appeal.

10.3 Oral History

The Oral History collection holds tapes and transcripts of interviews with Western Australian residents and former residents, and a small collection of sound recordings. It is the largest State Library oral history collection in Australia and the first established in this country. Interviews are not limited to what may be termed the elite and most have been conducted with people whose lives are less public. Priority has been given to interviews providing information not readily available in other forms and some are part of, or complement, other collections of materials held in the Battye Library.

A feature of the Oral History collection is its major interview series, including those about towns and suburbs, Parliament, the arts, trade unionism, business and industry, the professions, land settlement, domestic life, migration, farming, war experiences, personal and family relationships, and prevailing social conditions and attitudes.

Collecting intentions: Battye Library staff seek and encourage interviews which fill gaps in the collection's recorded information. The focus of future collecting and project work will be interviews which give an insight into a particular subject, organisation or event.

Only tapes which are accompanied by a transcript, synopsis and/or detailed list of tape contents will be accepted into the collection. The preferred format is analogue or digital audiotape.

10.4 State Film Archives

Materials in the State Film Archives consist of historical and contemporary films, footage and video recordings reflecting Western Australia's motion picture heritage. A large proportion of the collection is original footage of documentaries produced by the former Western Australian Government Film Unit. The earliest film in the collection is dated 1907, but many of the pre-1950 films on nitrate film stock were transferred to the National Film and Sound Archive (now ScreenSound Australia) in the 1980s.

A particular strength of the State Film Archives is a collection of personal and home movies which give a fascinating glimpse of domestic life. Of interest also are a series of early advertisements from the 1960s to the 1980s which were produced for television.

Collecting intentions: The aim is to build a unique film archival collection which reflects life in Western Australia as recorded on film and to a lesser extent on videotape, including historical events, places, industry, social and cultural life and people. Key productions from Western Australia's film industry are also collected.

Private sector productions and amateur and home movie footage will be carefully selected for their information content. Emphasis is on acquiring documentary or actuality footage, although short and feature films may be collected. Published videotapes, which are not archival materials, may be included in the Battye Library's Monograph Collection.

Due to long-term preservation concerns, priority is given to film over videotape footage. Highly significant film footage which is only available on videotape will be considered for copying to a more enduring medium.

Some videotape footage deposited by Western Australian Government agencies are considered to be publications transferred under the Premier's directive.

The State Film Archives will not actively seek to acquire or preserve copies of films which are held in the ScreenSound Australia collection.

11. Music

Western Australian music is located in three sections of the State Library: the Batty Library, the Music and Performing Arts Library, and the State Records Office.

Sheet music and other published scores received by the Batty Library under a directive of the Premier of Western Australia or by legal deposit, will be transferred to the Music and Performing Arts Library.

Recordings, including cassettes and compact discs, of Western Australian origin or produced by Western Australians and which have been sent to the Batty Library under legal deposit, will be housed and cared for in the Music and Performing Arts Library.

Some manuscript and unpublished scores may be collected by the Batty Library as part of a Private Archives donation or, if they are Western Australian Government records, by the State Records Office.

12. Deselection and disposal of materials

As a general rule, once Western Australian materials have been appraised, processed and accepted into the Batty Library, they form part of the State's heritage and are not subject to periodical deselection or deaccessioning and disposal.

Exceptions to this policy occur when materials are found to be duplicated elsewhere in the collection or better copies or consolidated works are subsequently acquired.

Other reasons for discarding or disposing of materials are that the format of the material is hazardous, for example nitrate film, or the item has deteriorated to the point that it cannot be repaired or copied to another medium.

12.1 Disposal methods

Materials which are hazardous will be disposed of according to instructions from the State Library's Preservation Services staff.

Materials which are surplus to requirements, as decided under the Batty Library's Collection Development Policy, will be removed from the collection and disposed of either by:

1. return to the donor if indicated on the donor's receipt form or deed of gift, or,
2. transfer to another collecting agency; or,
3. sale or auction; or,
4. destruction.

In the case of materials which are sold or auctioned, the revenue obtained from the sale will be returned to the Battye Library to acquire further documentary heritage materials.

13. Access to collections

The Battye Library operates under the principle of providing the widest possible access to its collections. Items may be accessed either in the Alexander Library Building or, for some published or copied materials, as interlibrary loans for libraries outside the metropolitan area, and increasingly, as digitised images on the State Library's website. Collection information is provided through the Internet from the State Library's online catalogue.

Where unique or rare materials are too fragile for general handling, the Battye Library may restrict access. In such instances the items will be prioritised for copying to other media.

The Battye Library may agree to impose restrictions on specific materials in accordance with:

- a donor's wishes;
- ethical practice concerning access to intrusive personal information;
- legal restrictions under the *Library Board of Western Australia Act 1951*, the *Censorship Act 1996*, the *Freedom of Information Act 1992*, and libel laws;
- guidelines and strategies developed and endorsed by the State Library as part of its *Plan to Deliver Library Services for Aboriginal and Torres Strait Islander Peoples in Western Australia from the J S Battye Library of West Australian History and The State Reference Library (1996)* which regulate access to culturally confidential indigenous materials.

Clients wishing to use restricted published works or original materials must first register with the Battye Library or the State Records Office and obtain a Researcher's Ticket. Clients wanting to view works which require a donor's approval to access them, need to obtain such approval in writing and ensure that a copy of such approval is provided to the Battye Library.

The difficulty experienced by clients with disabilities, or those who live outside the Perth metropolitan area and who wish to access the library's original materials collections is acknowledged. Assistance to people with sight impairment is provided through access to adaptive technology such as text enlargers and a text scanner which converts printed words into speech. Microfilm readers with zoom lenses and reader-printers with zoom and magnifying lenses for enlarged copies are available.

Digitisation of materials and subsequent publication on the State Library's website will improve access to clients who are unable to visit the Alexander Library Building. Collections held by the Battye Library are periodically

assessed for suitability for digitisation, or copying to microfilm, which may make them more widely available to regional and remote clients.

The State Library aims to have all materials catalogued and indexed at the appropriate collection, work or item level. These records will be available primarily on the Library's online catalogue which can be accessed through the Internet at:

<http://www.liswa.wa.gov.au>

14. Preservation

A crucial consideration guiding the management and maintenance of the Battye Library's heritage collections is the duty to preserve them for the future. The Library's role, however, is also to facilitate public access to its collections. It is a prime responsibility of staff to protect these materials as much as is reasonably possible by ensuring that they are properly handled, securely and appropriately stored, and kept in good repair.

Basic procedures, as outlined under the Battye Library's guidelines for minimum preservation standards, are applied to incoming materials. Decisions are then made about preservation work to be carried out, which is scheduled in the Preservation Plan. When making these decisions, the significance and condition of the material, its role in its specific collection, and the preservation work required are paramount considerations.

Longer term preservation of materials which have been accepted into the collection may best be met by reformatting or copying to other media. Copying of materials to other media is scheduled and carried out in accordance with the Preservation Plan.

14.1 Published works

Depending on the heritage value of the work, a second copy may be acquired of Western Australian printed monographs to facilitate preservation of one copy while the other is used for client access. Additional copies are not acquired of some monographs which may include school and academic text books, juvenile literature, popular fiction, and family histories which do not have a wider Western Australian significance.

Printed serials are not usually available on interlibrary loan so second copies of currently published serials will only be acquired for preservation purposes if they are in demand by clients and considered by the Battye Library's staff to have sufficient heritage value.

Published works only held in the Battye Library are accessible to clients and can be viewed in the Alexander Library Building. Materials which are fragile or rare and have not been copied to another format, can only be read in the Battye Library Researchers' Room under staff supervision. Only clients

holding a current Researcher's Ticket issued by either the Battye Library or the State Records Office can use the Researchers' Room.

14.2 Original materials

As a general rule, original materials may only be viewed in the Researchers' Room under staff supervision. No inter-library loans will be made of original materials, although copies, for example of oral history transcripts, may be provided if considered appropriate.

Any copying of original materials requires the approval of qualified staff. Copies made for clients will be subject to fees and charges set by the Library Board of Western Australia.

14.3 Copies

Where the Battye Library holds both an original and a copy of an item, the copy will be provided for access as a means of safeguarding the original from potential damage by handling. If a client requests access to the original material, the request will be considered and a decision made by staff responsible for the collection.

15. Cooperative relationships with other collecting groups and institutions

In recognition of the fact that it is both impractical and unnecessary for staff of the Battye Library to attempt to collect all materials of Western Australian significance, the Library will foster and develop cooperative partnerships with other collecting bodies.

The Battye Library's staff encourage the collecting and preserving of local materials, acknowledging that items of primarily local interest are, where circumstances permit, best retained and preserved by the local community.

Where considered appropriate, locally-held materials of wider significance to Western Australia will be sought for inclusion in the Battye Library and if possible, copies provided for the local collection.

In areas of potential collection overlap, liaison with other State Government collecting agencies, such as the Art Gallery of Western Australia and the Western Australian Museum, is important. Donations made to the Battye Library but which are deemed by staff of the Battye Library to be more appropriately held by these agencies will be referred to them and the donor advised.

The Battye Library will consult and cooperate with other institutions such as the National Library of Australia, the National Archives of Australia and all other Australian State Libraries on matters of common or mutual concern.

16. Glossary of terms

Deed of Gift	An official donation form which is signed by the donor and ratified by the Library Board of Western Australia. The deed covers the item or items being donated and lists any conditions attached to their use.
Documentary heritage materials	Commonly, but not exclusively, documents in paper-based, film, videotape, audiotape, microform materials and electronic formats which provide information about a particular person, organisation, business or event. These can be published or unpublished.
Electronic publications	Are physical and online digitised works. Physical formats include CD-ROMs, floppy discs, while online works are those only accessible through a telecommunications network.
Ephemera	Transient works such as labels, printed cards and programs, pamphlets, leaflets and brochures.
Legal deposit	A statutory provision requiring publishers to deposit copies of their publications in a nominated collecting institution. For publishers operating in Western Australia, this is the Battye Library.
Microform	A transparent or opaque medium bearing microimages, most often in microfilm or microfiche format.
Monograph	A work either complete in one part, or complete, or intended to be completed, in a finite number of separate parts. Examples are books, reports, multimedia kits, talking books, music scores, and recordings.
Original materials	Unpublished materials, or those which have either one copy or version, created for a limited circulation. Examples include letters, business records, original versions of films, photographs and negatives, not intended for mass distribution.
Preservation Plan	The annual plan identifying short and long-term priorities for conservation and preservation work for all collections. The plans cover specific work to be done in copying or treating original and published materials.

Private archives	Non-government unpublished papers, manuscripts, and records of individuals, business, community groups and religious bodies.
Published	Works intended for mass distribution and/or access. For example, they can be printed, such as books, serials and newspapers; broadcast through television or cinema showings; presented on the Internet or through an organisation's intranet; captured as a sound recording; or produced as analogue tape or electronic disc.
Qualified staff	Staff possessing an appropriate educational qualification and training which allow them under the terms of their employment in the State Library to carry out professional and technical work in collections. Examples would be archivists, librarians and library technicians responsible for managing materials in documentary heritage collections.
Realia	Objects or artefacts, which are not documents. Examples may include medals, household and industrial objects, and personal mementos.
Serial	A work, usually issued at regular intervals and intended to be continued indefinitely, which has successive parts identified by numerical or chronological designations. Examples are journals, magazines, and newsletters in any format.

The Infolink Database Policy

1. Introduction

The Infolink Database is a directory of Western Australian government and community organisations. The Database also includes information about specific programs, services and special dates of interest to Western Australians. The purpose of the Database is to provide referral to other organisations that may satisfy the particular information needs of clients.

The Database does not include detailed information or recommended courses of action. It does not include information about commercial businesses or privatised government agencies.

2. Policy duration

The Infolink Database policy has been endorsed by the Library Board of Western Australia. The policy will be monitored annually and amended as necessary. It will also be subject to review every five years.

3. Copyright

The copyright is held by the State Library of Western Australia.

4. Profile

The Database covers statewide, regional and some local organisations and services. Community requirements for certain types of current information are also covered.

Database records fall into two broad groups:

1. government and community organisation records which provide basic relevant data about the organisation; and,
2. information records which either describe a service or function provided by a government or community organisation, or, provide basic current information on a variety of topics.

Government agencies

The Database has the prime purpose of listing comprehensively State Government agencies, including regional offices. Some specialised divisions are included.

Coverage of Commonwealth government agencies is selective and reflects their importance to the information needs of the Western Australian community.

Information services, peak associations, and local government associations are included but, apart from some local information records that clarify the responsibility for a local service, other local government agencies and services are not included.

Interstate government agencies are not included, apart from other State Government information services similar to Infolink.

Community organisations

Coverage of community organisations in the Database reflects the diversity of these groups in Western Australia. Community groups range from small specialist groups to large statewide organisations. The aim is to include all community organisations, from statewide to local, unless an alternative source of information has been identified, as explained below.

Where there is a state coordinating body for an associated group of community organisations, generally only this 'peak' body is included in the Database, and the metropolitan branches or affiliated groups are not included. However, all country regional branches of peak bodies are included. This is to ensure equity of access to country residents by providing local contact information. Where there is no peak body or regional branch, local metropolitan and local country organisations will be included.

Affiliated local organisations (both metropolitan and country) may still be included where there is an agreement with a central or 'peak' body for the Infolink Database to provide this information on their behalf. This arrangement will be made clear in the database records.

Where there is a local government community information service providing information about community organisations at the local level, the Library Board may have an agreement with that local service not to include these organisations in the Database and to direct enquiries to the local government service. This arrangement would reduce the number of information update requests made to small local organisations.

Interstate and national community organisations may be included if they provide services not otherwise available in WA and are of importance to the WA community.

Special role in providing music information

The State Library's Music and Performing Arts Library has always provided information on Western Australian music organisations, allied to their special role as the State's premier public music library. The Infolink

Database is the vehicle by which this directory information is provided to clients. All music organisations, statewide to local, will be included, as an exception to the selection principles described above.

Commercial businesses

Commercial businesses are not included in the Database.

Privatised government agencies

Privatised government agencies are not included in the Database. References in the Database to the privatised government agency will include brief information about the commercial organisation that has taken over this agency's function.

5. Access

Access to the Infolink Database is available via the Internet 24 hours a day, 7 days a week, as part of the State Library's website. The Infolink Database web address is <http://henrietta.lis.wa.gov.au:81/search>. Members of the public may also access the Database information by enquiring directly to the State Library by telephone, fax or email.

Name, subject, location and keyword access is provided to the information in the Database.

6. Selection Criteria

Organisation Records

An organisation must meet at least one of the following criteria to be included in the Database:

- State Government agency or regional agency/office.
- Specialised division of a State Government agency providing a service to Western Australians.
- Commonwealth government agency with an office in WA or of major significance to Western Australians.
- Local WA government authority or local WA government information service.
- Interstate State Government information service.

- WA community organisation with contact sources and an accountable management structure or committee.
- Interstate community organisation providing a service or information to Western Australians which is not available from a WA source.

Information Records

An information record must meet one of the following criteria to be included in the Database:

- Information about a State, Commonwealth, or local government program, service, regulation or benefit, of general interest to the WA community or to significant special groups within the WA community.
- Information about a service or program provided by a community organisation that is of general interest to the WA community or to significant special groups within the WA community.
- Information of current general interest to the WA community (including current WA State Government leaders, ministers and elected representatives).
- Special dates of Western Australian or international significance which can be observed anywhere within Western Australia.

Specifically not included:

- birthdays of famous people;
- any date of purely local importance or of interest only to a special group, such as dates of agricultural shows, conferences, sporting events, exhibitions, expos, festivals and cultural performances.

7. Data Collection

A wide range of published and unpublished resources provide sources of government and community information.

Information gathered from these sources is verified by contacting the agency or organisation to request the completion of a standard questionnaire. The completed questionnaire is used to create the Database record. Thus each agency/organisation is responsible for the scope and accuracy of the information provided for inclusion in the Database. Battye Library staff assign, to each record, relevant subject headings from a standard list. Each record is annually updated or verified to ensure the ongoing currency and accuracy of the information.

In some instances, a peak or coordinating body will have agreed to supply information about its member organisations, rather than the State Library contacting each organisation individually. The member organisations will be aware of this arrangement, and the source of information (i.e. the peak body) will be clearly defined in the member organisation's record.

Battye Library staff will create and maintain information records, and where the information is not verified by an agency/organisation, the record will show the source of information used to create or update the record.

8. Development

The Battye Library will continue, as its first priority, to maintain the Database coverage of statewide and regional State Government and community organisations.

Local government information gathering will continue to remain the province of local government authorities, except where stated otherwise in this policy.

Coverage of organisations providing information relevant to Indigenous people, ethnic groups and people with disabilities will continue to receive high priority.

9. Record Deletion

Records are removed from the Database in certain circumstances, as described below. Deleted records are archived (stored) separate from the Database.

Government Records

Deletion of records will be for one of the following reasons:

- Duplicate record.
- Where an agency, program or service has been abolished for a reasonable length of time and its record is no longer required to show which, if any, government or non-government agency carries out the services or programs of the abolished agency.

Community Records

Deletion of records will be for one of the following reasons:

- Deletion requested by the organisation.
- Duplicate record.

- Where another organisation provides more authoritative and comprehensive information about an organisation or a group of affiliated organisations.
- Where an organisation, program or service has been disbanded, or no reply has been received to repeated update requests, and a record of its past existence is no longer considered to be of current or historical interest to Western Australians.

10. Glossary of terms

Commercial business	An organisation that operates mainly on a for-profit basis
Community organisation	A non-government organisation that operates mainly on a not-for-profit basis.
Database	Collection of information records held in an electronic format and able to be searched and manipulated electronically.
Directory	List of names and contact details.
Government agency	Departments or organisations established by State, Commonwealth or local governments.