



*Victorian PRAHRAN
History MECHANICS'
Library INSTITUTE*

Collection Development Policy

May 2018

PHONE
9510 3393

WEBSITE
www.pmi.net.au

POSTAL ADDRESS
39 St Edmonds Road
PRAHRAN VIC 3181
DX 212404 MELBOURNE VIC

ABN
13164635256

  /PMLibrary

TABLE OF CONTENTS

THE COLLECTION POLICY	4
Scope.....	4
Why Have a Collection Policy?	4
Historical Context	4
Format	4
Donations	5
Retention and Storage	6
THE COLLECTION.....	7
General Principles.....	7
Core Collection.....	7
<i>Local History</i>	7
Collection Areas.....	8
<i>Arts</i>	8
<i>Biographies and Professions</i>	8
<i>Built Environment</i>	9
<i>Crime, Criminals and Law Enforcement</i>	9
<i>Galleries, Libraries, Archives, Museums and Recordkeeping Institutions (GLAMR)</i>	9
<i>History and exploration</i>	9
<i>Immigrants and Immigration</i>	10
<i>Indigenous History</i>	10
<i>Maps and Directories</i>	10
<i>Military</i>	11
<i>Natural Resources</i>	11
<i>Organisations</i>	11
<i>Politics and Government</i>	12
<i>Recreation</i>	12
<i>Religion and Folklore</i>	13
<i>Society</i>	13
<i>Transport</i>	14

Scope

The *Prahran Mechanics' Institute Victorian History Library* is dedicated to collecting the history of all aspects of Victorian society and ensuring that all aspects of this history are represented in the collection. This includes building a collection that will protect, preserve and promote a complete picture of the history of Victoria.

The Collection Policy (hereafter referred to as the "Policy") for the *Prahran Mechanics' Institute Victorian History Library* (hereafter referred to as the "PMI"), is not to be applied retrospectively to the collection and is to be reviewed on an annual basis.

The Policy should also be read in conjunction with the *Cataloguing and Operational Procedures* which outlines how items are to be catalogued and indexed in the PMI library management system.

Members are encouraged to suggest items to be added to the collection, and suggestions will be assessed on a case by case basis and in accordance with this Policy.

Why Have a Collection Policy?

A collection policy provides a framework for the selection and acquisition of materials, irrespective of format, to meet the needs of the community and users of the Library. Collection policies provide guidance on what type of material is to be collected and the breadth and depth of subject areas of the collection.

Historical Context

Prior to the mid-1980s the PMI library collection was similar to that of a municipal public library, with less emphasis on children and young adult collections. The Committee decided to change the focus of the PMI from having a generalist library collection to one that focussed primarily on Victorian local history.

A further change was made in 2014 when a decision was made to stop purchasing general fiction and non-fiction not related specifically to Victoria.

Format

The PMI will collect items in the following formats:

- ▶ **Print** material makes up the core of the collection including hardback, paperback, spiral bound and journals/magazines. Some journals are received in electronic format.
- ▶ **Images** including photographs/slides where they contribute to the overall collection will be considered. Preference will be given to large collections (such as education sets) rather than individual items. DVDs of old films or documentaries in keeping with the collection policy will also be collected.
- ▶ **Ephemeral material** will be added to the vertical file in line with the overall collection policy.
- ▶ **Digital publications** will be collected including old post office and business directories; and births, deaths and marriage records.

- ▶ **AV material** including DVDs and CDs will be collected on a case by case basis in keeping with the collection policy.

The PMI will generally not collect material in the following formats:

- ▶ **Objects** will not be collected due to storage issues and the availability of other more suitable collecting institutions such as Museums Victoria.
- ▶ **Audio-visual material** including VHS, tape, phonographic recordings and film will not be collected unless it is extremely rare, and meets the collection policy and can be converted, at little expense, to digital format.
- ▶ **Personal papers** will not be collected as the State Library of Victoria would be a more suitable collecting institution.

The PMI will not collect the following :

- ▶ Textbooks.
- ▶ Manuals and handbooks.
- ▶ Tourist guides, i.e. Lonely Planet.
- ▶ Children's literature.
- ▶ Newspapers.

Donations

Donated items contribute significantly to the collection with many rare and unique items being added. Before being accepted into the collection, donations are assessed against the following criteria:

- ▶ Adherence to the Collection Policy.
- ▶ Condition.
- ▶ Content of the item (detail, authority etc.).
- ▶ Whether there is an existing copy in the collection and if it is considered worthwhile to have a second or third copy. Second and third copies are only kept for high use items and local histories.

The PMI reserves the right to refuse to accept any item based on the above criteria and as a general rule, we will not accept:

- ▶ Novels.
- ▶ Audio-visual material (DVDs, CDs, VHS tapes, etc.).
- ▶ Journals unless they are on Australian history.
- ▶ Newspapers unless it is a specific edition which has importance to the history of Victoria (for example a first edition of *The Age* or *The Argus*). This exclusion includes microfilm and microfiche.
- ▶ Non-book materials (i.e. objects).
- ▶ Ephemeral material is considered on a case by case basis in line with the collection policy.

In the case of photographic material (including slides), consideration will be given to accepting images on the following criteria:

- ▶ Adherence to our Collection Policy.
- ▶ Condition.
- ▶ Whether there are any copyright or licensing restrictions imposed on the item, i.e. can the items be used for marketing purposes?

For items not accepted into the collection, the PMI may provide information on alternative organisations or libraries for the donator to contact.

A donation form must be filled out by the donor specifying if they are happy for their donation to be sold by the PMI if it doesn't meet the above criteria.

Retention and Storage

Generally, the PMI does not weed the collection unless a significantly better copy of a work is donated. In most instances, two copies of histories of Victorian towns are acquired and added to the collection. The collection is regularly reviewed with material selected, primarily on date of publication, to be reallocated to stacks which are housed in the James Mason Room.

THE COLLECTION

General Principles

The PMI collects all published material on the history of Victoria, and material that crosses state/territory lines and national publications with Victorian content. The PMI collects published material on national organisations if the organisation has a Victorian aspect to it.

If a book does not fall into one of the sections of the collection areas described in this Policy, these general principles are applied.

If a subject is listed in this Policy as collected on a case by case basis a decision is made on each individual book's content, even if the overall subject would normally be collected under the policy. A decision is made by determining whether it is an authoritative work; if it presents a new perspective; how many works on the subject the PMI already holds; and if the work is prize winning.

Items in the PMI collection may contain words, descriptions, names, sounds, images, videos and audio recordings which may be culturally sensitive and which might not normally be used in certain public or community contexts. Terms and annotations which reflect the author's attitude or that of the period in which the item was written may not be considered appropriate today nor are condoned by the PMI.

In accordance with the *Australian Library and Information Association's* [Statement on free access to information](#) no item will be considered or removed from the collection on the grounds that some people may find it offensive.

Core Collection

Local History

Scope: Towns, regions, districts and coastal areas.

This is the core of the collection.

The PMI collects:

- ▶ All histories of all towns, suburbs, regions and districts (including councils, shires etc) in Victoria.
- ▶ General histories of interstate regions, towns and districts may be collected to complement the core Victorian collection. The PMI recognises that Victoria is not isolated from other states and that patrons require some information from other localities. This is especially true when undertaking family history research, which is a key user demographic, as families often crossed state/territory boundaries, these are collected on a case by case basis.

Collection Areas

Arts

Scope: Visual and performing arts, architecture, literature, film, music, bands, orchestras, and all other forms of art.

Non Fiction Books:

The PMI collects:

- ▶ All works on the arts in Victoria that are: about a Victorian person or organisation; are set in Victoria or have influenced Victoria.
- ▶ National works on the arts with Victorian content.
- ▶ Catalogues of Victorian art by Victorian artists.

The PMI does not collect:

- ▶ Technical manuals on how to make entertainment devices (for example radios).
- ▶ “How to” books about art (for example how to draw).

Fiction Books:

The PMI collects:

- ▶ Australian fiction by Australian authors. Fiction of Australia is a essential part of Victorian history, and illuminates the zeitgeist of the time in which it was written and is a vital primary source. The PMI focuses on Australian literary prizes and recommendations, including short story, essay, poetry and speech anthologies. These are collected on a case by case basis.
- ▶ General works that are criticisms or biographies or autobiographies of Victorian authors and Australian authors that have had an influence on Victoria.

Exceptions:

The PMI collects even if they don't fit exactly into the above criteria:

- ▶ Prize winning fiction, requests, works that are set in Victoria or Melbourne and works that fill particular gaps will be assessed on a case by case basis.

The PMI does not collect:

- ▶ Young adult, children's fiction and genre fiction except mystery fiction* (*this is an existing collection that is only being added to in continuing series and by request).

Biographies and Professions

Scope: Biographies and autobiographies (across all areas) and all professions and practices in Victoria.

The PMI collects:

- ▶ Victorians and non-Victorians who have had a significant impact on Victoria, on a case by case basis.
- ▶ Professions undertaken in Victoria and those who undertake the professions (for example judges) on a case by case basis.

Built Environment

Scope: Individual buildings, rural properties, heritage and conservation.

The PMI collects:

- ▶ All works on the Victorian built environment, including heritage and conservation studies (electronic and hard copy).
- ▶ National and interstate works about the built environment that have Victorian content.
- ▶ All works on the built environment that has national significance (for example Federal Parliament House).

The PMI does not collect:

- ▶ Technical “how to” manuals on conservation or restoration.

Crime, Criminals and Law Enforcement

Scope: Prisons, criminals, convicts, bushrangers, police and police officers.

The PMI collects:

- ▶ All works on Victorian criminals, crime and law enforcement.
- ▶ All works on criminals, crime and law enforcement that cross state/territory borders and national works with Victorian content.

Exceptions:

- ▶ Convicts: The PMI collects general works on convicts from interstate particularly from NSW and Tasmania.
- ▶ Bushrangers and true crime: These sub categories are decided on a case by case basis.

Galleries, Libraries, Archives, Museums and Recordkeeping Institutions (GLAMR)

Scope: Galleries, libraries, archives, museums and record keeping institutions.

The PMI collects:

- ▶ All works on Victorian GLAMR institutions.
- ▶ All works on GLAMR institutions that have a national focus (for example the National Library of Australia).
- ▶ All works on interstate State GLAMR institutions.

History and exploration

Scope: Historiography, general Australian history, archaeology, family history, explorers and surveyors.

The PMI collects:

- ▶ All works on Victorian history and exploration.
- ▶ National works on history and exploration with Victorian content.
- ▶ Works on history and exploration that cross state/territory boundaries.

Exceptions:

- ▶ Family History: The PMI collects all works on Australian families because families almost always cross state/territory boundaries. The PMI collects “how to” works only if they are up to date and pertain specifically to Victoria and/or Australia.
- ▶ Exploration: They collect works on exploration and explorers that were of national significance, but didn’t travel to Victoria specifically (for example the explorer Ludwig Leichhardt).
- ▶ General Australian History: Collected on a case by case basis.

Immigrants and Immigration

Scope: Immigration of all cultures to Victoria, including the structures used to house them and the policy that brought them there.

The PMI collects:

- ▶ All works on immigrants and immigration from all cultures coming to Victoria.
- ▶ Authoritative national works with Victorian content (for example the Irish in Australia).
- ▶ Works on Australian immigration policy on a case by case basis.
- ▶ Works on Australian detention centres and internment camps that have held Victorians.

Indigenous History

Scope: Indigenous Australians including Torres Strait Islanders.

The PMI collects:

- ▶ All works on Indigenous Australians. Indigenous groups do not adhere to state/territory boundaries and interstate policy has had a profound effect on Victorian policy. The same principles outlined for Local Histories also apply.

Exceptions:

- ▶ Biographies and general histories on Indigenous Australians are considered on a case by case basis.

Maps and Directories.

Scope: Maps and street directories and business and post office directories such as Sands and McDougall.

The PMI collects:

- ▶ A representative selection of maps from all Victorian localities for the ephemera collection.
- ▶ A representative selection of Victorian street directories (mainly the Melway) every three years.
- ▶ All directories from Victoria including a selection of phonebooks. Phonebooks will be considered for the collection based on the condition of the book and the date of publication.
- ▶ National directories that include Victoria and directories that cross state/territory boundaries.

Format:

- ▶ Where possible, given the size of many directories, the preference is for electronic resources.

Military

Scope: Australia’s military capabilities and history both in Australia and in international conflicts.

The PMI collects:

- ▶ All works on military bases, battalions, squadrons, ships, personnel, equipment etc in Victoria or which have Victorian content.
- ▶ All works on Victorian people and places involved in the military.
- ▶ Works on Australia’s involvement in overseas military exercises on a case by case basis.
- ▶ Biographies of Victorian military personnel and Australian military personnel who influenced Victoria on a case by case basis.

Natural Resources

Scope: Mining, parks and gardens including gardening, geology, natural disasters, water and irrigation, rivers and creeks, animals, insects and natural history.

The PMI collects:

- ▶ All works on Victorian natural resources.
- ▶ Works on national companies that use natural resources (for example mining companies and agriculture) that have a presence in Victoria.
- ▶ National works on natural resources that have Victorian content or influence.
- ▶ Works on natural resources that cross state/territory boundaries (for example the Murray-Darling River Basin).
- ▶ Works about national and interstate natural resources of national significance (for example the Franklin River and Cyclone Tracy).

Exceptions:

- ▶ Guidebooks, books on specific creatures (for example birds) and biographies are considered on a case by case basis.

The PMI does not collect:

- ▶ Works of an excessively technical nature (for example how to use mining equipment) are not collected.

Organisations

Scope: Companies, clubs, societies, industrial groups, manufacturing, businesses and charitable organisations along with all other forms of organisations.

The PMI collects:

- ▶ All works on Victorian organisations.

- ▶ Works on national organisations that have a Victorian presence (for example the National Bank of Australia and the Returned Services League).

Exceptions:

- ▶ Mechanics' Institutes: The PMI collects all histories of Mechanics' Institutes and comparable organisations (Schools of Arts, Schools of Mines etc) across Australia.

Politics and Government

Scope: Politics, politicians, government including local, state and federal as well as foreign policy.

The PMI collects:

- ▶ All works on Victorian state and local government. This includes works about Victoria before it existed as a state or colony.
- ▶ Works on Australia's Federal government (not just the political party which is currently in office) on a case by case basis.
- ▶ Works on specific political parties if they have Victorian content.
- ▶ Works on Victorian born diplomats on a case by case basis.
- ▶ Foreign policy and national works which have Victorian content or are about agreements that have a significant influence on Victoria, on a case by case basis.

Exceptions:

- ▶ Political biographies are only collected on a case by case basis

The PMI does not collect:

- ▶ Works on interstate governments, unless there is Victorian content or are about a government that was in charge of Victoria before Victoria became a state or colony.

Recreation

Scope: Leisure activities especially sport, food, cooking, tourism and travel.

The PMI collects:

- ▶ Works on all recreation activities in Victoria.
- ▶ Works on all sports played in Victoria and all sporting clubs in Victoria.
- ▶ National works on all sporting codes if they have significant Victorian content.
- ▶ Works on Victorian outdoor sports clubs (for example bushwalking and rock-climbing) and general works on outdoor sports in Victoria.
- ▶ Works on cooking or recipes published by Victorian restaurants, if the work has considerable content on the history of the restaurant and/or its personnel.
- ▶ Works on cooking, food and food culture in Victoria along with national works which include significant Victorian content or Victorian influence.
- ▶ Works on international travel to Victoria if they are authoritative and comprehensive.
- ▶ National works on recreation and recreation companies if they have Victorian content or a Victorian footprint.

Exceptions:

- ▶ Larger sporting clubs (for example Australian Rules Football clubs) are collected on a case by case basis depending on how many works the PMI already holds.
- ▶ Sporting biographies on a case by case basis. The sporting figure must be Victorian or is/was the captain of a national team and the work must be an authoritative source.
- ▶ Guidebooks (for example bushwalking guides) are considered on a case by case basis. This material is often included in the ephemera collection.

The PMI does not collect:

- ▶ Advertising material for travel/tourism unless it has detailed information, in which case it will be included in the ephemera collection.

Religion and Folklore

Scope: Religions in Australia and Australian folklore from all cultures.

The PMI collects:

- ▶ All works on all religions and folklore in Victoria.
- ▶ Works on buildings used for worship in Victoria.
- ▶ National works on specific religions and folklore that have Victorian content or influence.

Society

Scope: Interpersonal and institutional discrimination, economics, healthcare and education along with other societal strata and norms.

Interpersonal and institutional discrimination is an umbrella term for treatment of minorities; including racism, sexism, religious persecution and personal discrimination (for example slander and defamation).

The PMI collects:

- ▶ Works on different sections of society in Victoria and national works with Victorian content.
- ▶ Works on interpersonal and institutional discrimination in Victoria and national works which have a bearing on Victoria or Victorian content.
- ▶ Victorian and national works on depressions and other economic conditions (for example the Global Financial Crisis) as they affect/affected Victoria.
- ▶ Works on Victorian medical personnel and medical personnel who have practiced in Victoria.
- ▶ Works on national medical organisations which have a Victorian presence, (for example the Royal Flying Doctor's Service).
- ▶ National works on healthcare that affected Victoria.
- ▶ History of hospitals in Victoria.
- ▶ Works on Victorian educational institutions (including all schools, universities, colleges and TAFEs) and practices.
- ▶ National works on educational policy, practice and curriculum if it had an influence or impact on Victoria.

Exceptions:

- ▶ Biographies of personnel in all areas are collected on a case by case basis.

The PMI does not collect:

- ▶ Excessively technical manuals (for example on healthcare and economics).
- ▶ Year books for educational institutions and educational institution magazines.

Transport

Scope: All forms of transport, transport infrastructure and transport policy.

The PMI collects:

- ▶ All works on transport in Victoria, including infrastructure (for example roads and railway lines), methods of transport (for example coaches and rolling stock) and transport companies (for example QANTAS).
- ▶ All works on transport infrastructure that crosses state lines (for example the Hume Highway).
- ▶ National works on transport that have Victorian content.
- ▶ National transport infrastructure and projects that have national significance (for example the Ayre Highway).
- ▶ Works on all Victorian shipwrecks.
- ▶ Works on shipwrecks that cross state boundaries
- ▶ Works on shipwrecks that have national significance (for example the Batavia).

Exceptions:

- ▶ Works on international ships that came to Victoria bringing immigrants. Including ships that brought immigrants to Australia's colonies will be collected.

