



Invercargill City Libraries and Archives Archives Collection Policy

The Invercargill City Libraries and Archives is the repository for both the Invercargill City Council archives and the Invercargill and Southland District Community archives.

AIM:

To maintain the records of the Invercargill City Council which have been identified as being of lasting historical value.

To build and maintain a comprehensive collection of material relevant to the history and development of the City of Invercargill, the surrounding Southland District and the people of these areas.

GUIDELINES:

Records of the Invercargill City Council that are deposited with the Archives are those records determined to be of historical and/or evidentiary value, as determined by legislation such as the Local Government Schedule 1998 and the Public Records Act 2005.

Community archives accepted for acquisition will primarily relate to the City of Invercargill and the surrounding Southland, Fiordland and Sub-Antarctic Islands. Material of interest includes (but is not limited to) voluntary group archives, sport and recreational groups, ethnic and cultural organisations, religious organisations, personal papers, business archives, as well as education/school records that are surplus to those required to be retained by Archives New Zealand.

In the event that the records being offered for donation to the Invercargill repository do not fall within the Invercargill City Libraries and Archives Collection Policy, all attempts will be made to refer the donor onto the appropriate institution. The Invercargill City Libraries and Archives will not attempt to acquire material that falls within the collection policy of another archival institution.

Collected records will primarily be of common formats such as text files, maps and plans, photographs, visual and sound recordings. The acquisition of objects may also be considered if the objects complement the collection and the Invercargill City Libraries and Archives have the facilities in place to adequately store and preserve the items.

The donor of material must have legal authority to transfer ownership of the records into the custody of the Invercargill City Libraries and Archives. It is preferable that ownership rights such as any copyright privileges are also transferred to the Invercargill City Library and Archives. Donors are encouraged to provide contextual history for their donation if possible as this will increase the historical relevance and value of the items for future research.

From time to time the de-accessioning of material from the collection may be required. The appraisal, accessioning and de-accessioning of the collection is the responsibility of the City Archivist.

It is preferable that all donated material is transferred with no restrictions on access or copying. Any restriction requirements will need to be negotiated prior to transfer between the donor and City Archivist.

Final decisions on acquisition and appraisal will rest with the City Archivist.