

Invercargill City Libraries & Archives



The Archive Repository

What is the archive?

The archive repository at the Invercargill City Libraries and Archives facility is home to archival material from the City of Invercargill and surrounding Southland District.

The facility began to take shape in 2005 after the JT Sharp building was purchased by the Invercargill City Council. Construction and renovations were finished by March 2008 with the result being the first new archive facility in the country to be built to the Archives New Zealand Storage Standard.

The first official Archivist for the facility arrived in September 2008 and work has begun on the arrangement of the holdings. The facility also has a Research Room where original archives can be carefully viewed upon request.

The need for a new archive facility arose from two main points. Firstly, the 2005 Public Records Act reiterated the importance for all public offices (including local government) to maintain and keep records of an evidentiary, informational and/or historic value. Secondly, the Library had reached beyond its capacity to adequately house the generous donations it had received from the Southland community.

Our aim is to build and maintain a comprehensive collection of archival material relevant to the history and development of the City of Invercargill, the Southland District and the people of these areas.



What do we have?

The repository holds records of local government, voluntary groups, sport and recreational groups, ethnic and cultural organisations, education and school records, maps and photographs, personal papers and business archives.

Note: as a very general description, an archive is a unique item that often contains information that was only recorded once, or that would be very difficult to find elsewhere.

How can I donate material?

While all offers of donation are appreciated, the donation needs to fit within the scope of the *Invercargill City Libraries and Archives, Archives Collection Policy*. A copy of this can be obtained from Archives or Library staff.

The donation will be appraised for its long-term evidential, informational and/or historic value by Archives or Library staff before being accepted into the repository.

If accepted you will simply need to sign a *Community Archives Donation Form* as a formal record of the donation. If we are unable to accept your donation, we will try to assist you in finding an alternative home for your material.



Appraisal

Appraisal is the process of assessing the value of records for acquisition and ongoing preservation. The appraisal process is important because it ensures that items of long-term evidential, informational and/or historic value are retained for future generations.

The Invercargill City Libraries and Archives facility has a *Community Archives Appraisal Policy* to assist with the appraisal process. Contained within the policy is a brief table that lists the types of records that are most likely to be retained as archives. Those considering making a donation can obtain a copy of the table from the archives or library.

Please be aware that depending on the current workload and the size of the donation being offered, the appraisal process may take some time. If wishing to make a donation, we ask that you contact us first so that arrangements can be made to view the material for an appraisal assessment.

Access

It is the primary aim of an archive repository is to provide free and easy access to its holdings. For this reason we ask that donors give careful consideration to any access restrictions they would like to place on their donation.

Some material however, will need to have a restriction placed on access until it is no longer of a high sensitivity. (Sensitivity reduces with time). The Invercargill City Libraries and Archives facility has a *Community Archives Access Policy* to assist with the management of access to the holdings. Contained within the policy is a table indicating the types of restrictions that the repository may have in place and the duration of those restrictions. This can once again be obtained from Archives or Library staff.

Would Like To Know More?

If you would like to know more about the archive repository or making a donation, please feel free to contact or visit us.

The Archivist is usually available 9am – 5pm, Monday to Friday. Otherwise staff in Information Services will be able to help you during Library opening hours. Alternatively, you may like to call ahead or make an appointment to ensure that someone is available to assist you upon your arrival.



Contact Information

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