Collection Development Strategy
2017 – 2021

Contents

1. Governance

AIATSIS is an independent Commonwealth statutory authority, established under the *Australian Institute of Aboriginal and Torres Strait Islander Studies Act 1989* (Cth) (the AIATSIS Act). The AIATSIS Council, which has a majority Indigenous membership, provides strategic direction and oversight across AIATSIS operations.

The Collections Advisory Committee, established in 2016, has the role of advising the AIATSIS Chief Executive Officer and Executive Director, Collections about strategic matters relating to collection development, management and access.

Amendments to the AIATSIS Act in 2016 recognised the national importance of the AIATSIS collection to Indigenous knowledge and heritage. Additionally, they strengthened the framework that governs our management and engagement with the collection.

Appendix A lists AIATSIS's functions as legislated in the AIATSIS Act 1989 (Cth).

2.   Purpose of the Strategy

The purpose of this strategy is to guide the selection and development of the AIATSIS collection in a manner that:

2.1   Acts on our legislative functions:

- to develop, preserve and provide access to a national collection of Aboriginal and Torres Strait Islander culture and heritage;
- to use that national collection to strengthen and promote knowledge and understanding of Aboriginal and Torres Strait Islander culture and heritage; and
- to provide leadership in the fields of;
    - ethics and protocols for activities relating to the collection, and
    - use (including use for research) of that national collection and other collections containing Aboriginal and Torres Strait Islander culture and heritage; and

2.2   Supports the strategic mission of AIATSIS to:

- tell the story of Aboriginal and Torres Strait Islander Australia;
- create opportunities for people to encounter, engage with and be transformed by that story;
- shape the national narrative; and
- support and facilitate Aboriginal and Torres Strait Islander resurgence.

The strategy seeks to achieve this by:

- increasing the breadth of representation of the diversity of Aboriginal and Torres Strait Islander cultures within the AIATSIS collection;
- identifying a collection development approach that will support the current and future needs of Aboriginal and Torres Strait Islander clients;
- acquiring materials that can be made discoverable and accessible online; and
- focusing on developing a collection of significant materials while managing, as appropriate, the growth of the collection.

In implementing this strategy AIATSIS will continue to build pathways that recognise, respect and value all Aboriginal and Torres Strait Islander peoples' cultures and knowledge.

3. Building the AIATSIS Collection

For over 50 years, AIATSIS has developed and been custodian of a unique collection that has contributed to building understanding and appreciation of Aboriginal and Torres Strait Islander peoples' culture and heritage. The collection includes academic research materials and works by Aboriginal and Torres Strait Islander knowledge keepers, artists, film makers, storytellers and writers. It also includes important work by non-Indigenous people documenting the cultures, lives and experiences of Aboriginal and Torres Strait Islander people.

The collection reflects both continuity and change in Aboriginal and Torres Strait Islander cultures in Australia.

This strategy will assist AIATSIS to develop the collection to continuously improve alignment with the needs and expectations of our clients now and into the future.

3.1 Our clients

Our clients are Aboriginal and Torres Strait Islander peoples and communities, researchers, scholars, students, the general public both Australian and international, government, the galleries, libraries, archives and museums (GLAM) sector, and anyone who comes to a national collection seeking information or inspiration.

3.2 The current scope of the collection

The AIATSIS collection focus is to develop a collection that serves our clients and builds on its existing strengths of:

- Aboriginal and Torres Strait Islander peoples' lives, attitudes and aspirations with a primarily 20th and 21st century focus;
- Aboriginal and Torres Strait Islander knowledges;
- Languages;
- Music and song;
- Native title and family history resources;
- Media with Aboriginal and Torres Strait Islander peoples' content;
- Post-contact Aboriginal and Torres Strait Islander peoples' history; and
- Art and cultural objects.

These strengths, along with a renewed emphasis on representation through broad geographical coverage, form the basis for developing our national collection of culture and heritage materials. The collection will continue to reflect the dynamism and diversity of Aboriginal and Torres Strait Islander Australia.

AIATSIS collection subject areas reflect this continuing diversity and include:

History, culture and cultural expressions through time, social history, political history, economic history, relevant government policy, genealogical material, ceremony, language and song, material documenting Aboriginal and Torres Strait Islander peoples agency and success, creative expression in all forms, as well as material by Aboriginal and Torres Strait Islander peoples, communities and organisations.

3.3 Principles informing our collecting strategies to develop a unique national collection of materials on Aboriginal and Torres Strait Islander culture and heritage:

> *"AIATSIS holds a valued place in the hearts and minds of Aboriginal and Torres Strait Islander Peoples because it is the only national collection and cultural institution that is entirely about our peoples…"* (National Congress of Australia's First Peoples)

The core principles upon which the collection strategy is based are to ensure that AIATSIS is building a collection that:

1. is ethically developed and managed, and where ethical collecting practices underpin our collection development strategies;
2. is appropriately accessible;
3. recognises Aboriginal and Torres Strait Islander peoples as creators and owners of their own knowledge;
4. encompasses cultural, heritage and historical materials that are created by, as well as with and about, Aboriginal and Torres Strait Islander peoples;
5. is representative of the geographic and linguistic diversity of Aboriginal and Torres Strait Islander peoples; and
6. is focused on the 20th and 21st century experiences and expressions of Aboriginal and Torres Strait peoples.

This strategy complements the collecting practices of other major collecting institutions that continue to develop their collections of Aboriginal and Torres Strait Islander materials.

3.4 Developing a significant collection of cultural and heritage materials

> *"We understand ourselves through places like AIATSIS. Through places like AIATSIS, we can wake up the people with knowledge…"* (Wanta Jampijinpa Pawu-Kurlpurlurnu, Steven Jampijinpa Patrick, Senior Warlpiri Elder)

Aims

AIATSIS is unique among cultural collecting organisations in that it is the only Commonwealth institution that has a distinct legislative remit to develop, preserve and make accessible a national collection of Aboriginal and Torres Strait Islander culture and heritage. We therefore aim to:

- Create a collection that is discoverable and accessible to people throughout Australia and internationally.

- Maintain and share a collection that will strengthen and promote an understanding of Aboriginal and Torres Strait Islander cultures and heritage by engaging with Aboriginal and Torres Strait Islander peoples' interpretations and perspectives.

- Continue to build a collection that is representative of the diversity and dynamism of Aboriginal and Torres Strait Islander peoples' cultures and communities.

AIATSIS recognises that the development of the collection over time will need to reflect the ever-changing and developing perspectives of what constitutes Aboriginal and Torres Strait Islander peoples' cultures. This requires us to create opportunities for Aboriginal and Torres Strait Islander peoples, communities and individuals, regardless of geographic location, to express expectations of the collection, to be actively involved in the development of the national collection and to be able to readily access and use it.

Aboriginal and Torres Strait Islander peoples "*continue to maintain our values as a people of tradition; we have actively shaped new practices and adapted our own to deal with the encroaching elements; we are fighting against the odds; and we are making and re-making ourselves in the everyday* " (Martin Nakata)

3.5   What AIATSIS collects

Primarily, we seek to build on current collection strengths while filling any significant gaps, always recognising that priorities will need to be revisited and adjusted over time to respond to requirements of our core client groups.

Collecting material by Aboriginal and Torres Strait Islander creators (individuals, communities, groups, peoples and organisations) is a high priority; however, material produced or collected by non-Indigenous people will continue to have an important place in the collection.

Collecting priorities include:

- Materials created by, or in collaboration with, Aboriginal and Torres Strait Islander people, groups, communities or organisations.

- Maintaining a 20th and 21st century collecting focus, with a strong emphasis on contemporary expressions of knowledge and culture by Aboriginal and Torres Strait Islander peoples.

- Aboriginal and Torres Strait Islander peoples' law, ceremony and language materials that can be used to sustain, preserve and revitalise the use and understanding of the diverse knowledge of Aboriginal and Torres Strait Islander peoples.

- Family histories and genealogies.

- Relevant and significant 19th century material, particularly photographs and manuscripts, will continue to be collected when these materials illustrate the continuing and evolving cultural practices and knowledge of Aboriginal and Torres Strait Islander people.

3.6 Media types collected

AIATSIS collects material in the following formats, noting that formats are accepted for the collection with a strong preference on acquiring complete and original (first generation) materials rather than copies or edited versions[1]:

- Art and objects

This collection has a strong contemporary focus; however, older materials are acquired when an item is of significance and has been determined to have been acquired ethically and legally. Both donation and purchase are important to developing the art and object collection.

In acquiring art works, AIATSIS strongly prefers the acquisition of items from Aboriginal and Torres Strait Islander organisations and/or purchasing directly from artists or their appointed representative/s.

- Audio materials

All audio formats are acquired. Both published and unpublished audio material is collected. Inclusion in the AIATSIS collection is based on the significance of the material.

Audio material is primarily acquired by donation.

- Manuscripts and research data

The manuscript collection includes unpublished reports, theses, personal papers, research data and pamphlets, as well as organisational papers.

The manuscript collection is to be developed by means of accepting donations of suitably significant historical and cultural materials, with an increasing emphasis on ensuring the preservation of records of Indigenous organisations and businesses.

The management and preservation AIATSIS Research program products and data will be a priority.

- Moving image materials

- [1] Born digital materials cover all formats and types and are not necessarily considered separately.

All moving image formats are acquired. Both published and unpublished moving image material, including interactive media, is collected. Inclusion in the AIATSIS collection is based on the significance of the material.

Moving image materials are typically acquired by donation, though some are purchased. AIATSIS actively purchases published films made by Aboriginal and Torres Strait Islander people.

The moving image collection includes rushes and footage taken as part of production.

Ethical practices around the filming of Aboriginal and Torres Strait Islander people and communities are weighted heavily when considering material for the collection.

- Photographic materials

All photographic formats are acquired with a preference for original photographs. Reproductions will be considered if of high significance, sufficient quality and where copies are not held by other collecting institutions.

Photographic material is primarily acquired by donation.

- Published materials

A key strength of the published material is its value in contextualising primary source material held in the collection.

"Published material" includes:

- material published by individuals or organisations, including family, community and local histories produced for a limited audience.
- "grey literature", working papers, conference proceedings, pamphlets and other non-commercial material.
- serials, including journals, newspapers and monographic series.
- published audiovisual material.

Rare published materials that are highly significant to the collection may be acquired.

- Social media and websites

AIATSIS supports the National Library of Australia Pandora endeavour. AIATSIS identifies relevant materials with significant Aboriginal and Torres Strait Islander content, provides access from the AIATSIS catalogue, and contributes the sites to Pandora under the Memorandum of Understanding with the NLA.

4.   Strategies for Developing the Collection

4.1 Ethical collecting practices

AIATSIS is at the forefront of the development and promotion of ethical approaches to caring for Aboriginal and Torres Strait Islander collections and research methods.

AIATSIS is a key collaborator in the Aboriginal and Torres Strait Islander Library Information and Resource Network (ATSILIRN) Protocols for Libraries, Archives and Information Services, that set out best practice for managing Aboriginal and Torres Strait Islander collections.

The AIATSIS Guidelines for Ethical Research in Australian Indigenous Studies (GERAIS) establish a process of meaningful engagement and reciprocity and are best standards of ethical research and human rights.

Appendix B lists cultural protocols, legislation and guidelines as they apply to the AIATSIS collection.

AIATSIS will do the following to support ethical collecting:

- Undertake appropriate due diligence provenance checks when acquiring material by purchase or donation. AIATSIS acts in accordance with the principles outlined in the Commonwealth Government's Australian Best Practice Guide to Collecting Cultural Material.

- All Aboriginal and Torres Strait Islander material being collected will be treated in a way that respects cultural restrictions on handling and viewing certain material, where this material has been identified.

- AIATSIS will acknowledge its legal and ethical responsibility to traditional owners. When major donations are offered, AIATSIS may consult with the relevant communities on decisions around acceptance, access, and appropriate handling and description of the materials.

- Items held in the collection and later identified to have been obtained unethically will be returned to the rightful owners.

- When acquiring contemporary research data there is an expectation that research will have been undertaken subject to a formal ethics clearance, and that incorporation into the collection would be in keeping with any agreements made with research subjects.

- AIATSIS will show leadership in collecting ethics and practice, particularly practices that give precedence to Aboriginal and Torres Strait Islander peoples and their knowledge and rights.

4.2 Engaging with Aboriginal and Torres Strait Islander people, organisations and communities to build our collection

Engagement with Aboriginal and Torres Strait Islander people, communities and organisations as owners of culture is at the heart of our strategy to develop the collection.

We will develop our understanding of what Aboriginal and Torres Strait Islander communities, organisations and peoples expect AIATSIS to have in the collection through:

- The AIATSIS Collection Advisory Committee (ACAC) that will play an important role in providing an Aboriginal and Torres Strait Islander perspective on collection development as well as guidance regarding ongoing community engagement;

- Providing structured ways for Aboriginal and Torres Strait Islander clients to identify collection development priorities through access and Return of Materials to Indigenous Communities (ROMTIC) programs, which will be further articulated in the Improved Access Strategy (2018-22);

- Collaboration with Aboriginal and Torres Strait Islander communities and organisations in the selection of material;

- Improving and expanding processes for AIATSIS to engage with a community or community organisation when a significant collection relevant to their community is offered to AIATSIS, in order to provide improved input and advice, especially in the setting of culturally appropriate access conditions; and

- Recognising and supporting the desire of communities and organisations to maintain control of their own archives. AIATSIS will support these efforts in a variety of ways.

4.3 Developing a discoverable and accessible collection

The use of Deeds of Gift and Copyright now enable AIATSIS to accept donations that have administrable access and use provisions, supporting our efforts to make collection materials appropriately available.

AIATSIS recognises and accepts the need to maintain culturally appropriate access conditions across certain materials.

AIATSIS also accepts and implements access conditions that may be required for contractual or legal reasons, or in relation to ICIP. All copyright limitations on copying and publishing are adhered to.

Collection development processes and practices that support making the AIATSIS collection accessible include:

- An expectation that new material accepted for the collection is normally able to be made available, at a known point in the future if not immediately.

- Deposits of material of equal significance are prioritised differently according to our assessment on when and if such materials can be made available.

- Collection development and management processes must normally enable AIATSIS to set dates on which material now in the collection can be made discoverable and appropriately accessible e.g. at the expiry of copyright protection.

4.4   Collaborative collection development

AIATSIS is developing a unique collecting identity to meet its legislative remit and to complement other institutions' collecting practices by:

- Focusing on developing a collection of material that has national significance and might be beyond the scope and resources of state collecting institutions.

- Developing a national collection of materials relevant to and representative of Aboriginal and Torres Strait Islander cultures and heritage.

- Cooperating with other cultural institutions to

    - ensure at risk Aboriginal and Torres Strait Islander culture and heritage material is preserved; and

    - create opportunities to have collection material used in exhibitions and displays and to co-curate exhibitions to promote and facilitate access to our collection materials.

AIATSIS holds the only national collection that is expressly and singularly tasked to preserve and safely share the culture and heritage of Aboriginal and Torres Strait Islander peoples.

The AIATSIS collection is also distinct from other collecting institutions in that another key purpose of the collection is to support the AIATSIS function to strengthen and promote knowledge and understanding of Aboriginal and Torres Strait Islander culture and heritage.

AIATSIS has established relationships with a wide variety of collecting, cultural and educational institutions as well as other relevant peak bodies and community organisations.

We maintain relationships with state and territory collecting institutions through the National and State Libraries Australasia.

Engaging, and developing stronger connections, with Indigenous collecting or keeping organisations, community archives and keeping places is a priority.

4.5   Indigenous Language Collection Development

AIATSIS recognises that developing and providing access to language resources is an important means of improving outcomes for the wellbeing of Aboriginal and Torres Strait Islander peoples.

Collecting and building the AIATSIS language collection will include acquiring material and undertaking work to make these resources discoverable and useful. This work includes:

- Working in partnership with language centres, community groups, educational institutions, government agencies, and other peak organisations involved in language maintenance and reclamation programs, to build and promote the collection.

- Engaging with Aboriginal and Torres Strait Islander organisations to ensure there is two-way communication on language material relevant to their community.

Australian Government policy and programs and the work of the organisations and institutions that support Aboriginal and Torres Strait Islander languages will inform AIATSIS practices in developing and supporting efforts to improve access to the language materials.

5. Methods of Acquisition

AIATSIS is not a legal deposit institution. Therefore, it must actively seek material for the collection.

AIATSIS acquires materials by:

- donation, gift or bequest;
- contract of deposit;
- purchase;
- contract of commission; and
- creation of original materials.

Under this strategy a more proactive approach to identifying and securing particularly at risk materials will drive acquisition. The sources may be individuals, organisations, businesses, communities, academics, researchers, filmmakers, photographers, oral historians, linguists, musicians, writers, artists, anthropologists, archaeologists, and others.

Donation has been, and for the foreseeable future will remain, the primary means of building the collection. AIATSIS encourages donations (rather than deposits) of materials as this ensures preservation, management and access in the longer term.

AIATSIS also develops the collection by purchasing material. Published materials and our art collection, in particular, are developed through purchase. Material being considered for purchase is also assessed for significance and our capability to house, care for and preserve the items.

AIATSIS may also acquire material by commissioning work from Indigenous creators.

AIATSIS participates in the Commonwealth Government Cultural Gifts Program, which provides tax incentives to donors.

5.1 Criteria for acquisition

- The material contributes to a collection that represents the broadest possible range of Aboriginal and Torres Strait Islander cultures, knowledge and experiences.

- The material supports the aim to develop a collection that has both geographic and temporal spread.

- The material will contribute to the knowledge and understanding of Aboriginal and Torres Strait Islander cultures and heritage.

- AIATSIS will normally only acquire materials that can be appropriately stored and managed.

5.2 Assessments

Prior to acceptance into the collection all material undergoes a formal assessment process.

Assessment considerations include:
- Significance (the application of established process and criteria to assess cultural, historical, aesthetic significance);
- relevance to the existing collection;
- uniqueness and rarity;
- conservation and preservation requirements;
- access conditions;
- provenance;
- supporting documentation;
- presence of secret/sacred materials and other sensitive information;
- Indigenous Cultural and Intellectual Property Rights (ICIP);
- monetary value;
- method of acquisition; and
- knowledge of authority to allocate reproduction and/or copyrights.

AIATSIS requests donors, owners and/or agents of materials under assessment to alert staff of potentially sensitive content, including secret/sacred materials, to ensure they are handled appropriately.

AIATSIS staff will undertake due diligence to establish and verify, where possible, the provenance of materials.

5.3 Decision making framework

The AIATSIS Council sets the strategic direction for building the collection.

A biennial Collection Development Plan that identifies specific priorities is approved by the Chief Executive Officer in consultation with the Executive Director, Collections.

The collection assessment process is coordinated by the Collection Development Manager. Other specialist staff including collection managers, archivists, curators, registrar, rights manager, conservator and digitisation specialists undertake aspects of the assessment to make recommendations to the Director of Collection Development and Management about the acceptance of material.

When the offer presents complex challenges or has a high monetary value, consultation with the Executive Director, Collections and advice from the AIATSIS Collections Advisory Committee is sought. Advice from Aboriginal and Torres Strait Islander communities, organisations or individuals will be sought under certain circumstances.

For acquisitions that are purchased AIATSIS policies for procurement and financial delegations are followed.

5.4 Deselection

Deselection is the process by which material is permanently removed from the collection.

To ensure that the quality and content of the collection reflects and supports the functions of AIATSIS, materials may be relocated or removed from the collection through deselection.

As AIATSIS is not a legal deposit collection, we do not have a legal obligation to retain materials; however, other obligations to donors and depositors persist. The deselection of unique materials is infrequent.

AIATSIS staff and Council members, their families and other individuals formally associated with the Institute may not purchase or otherwise acquire a deselected object or collection. Further, they may not benefit personally in any way from the deselection of an object or collection.

The following criteria will be used when making decisions on what may be deselected and why:

O   Published material may be deselected if there are multiple copies of the item[2], or the item has not been assessed as significant and other collecting organisations have copies readily available, and/or deposit conditions render the item un-administrable.

O   If the carrier format deteriorated to the point where the content cannot be retrieved or preserved.

O   Disputed ownership issues. For instance where information is received confirming items were illegally or unethically acquired by the depositor.

O   Deselection of all collection items will be determined by the significance of the material. Unpublished significant materials with problematic or unresolved access conditions will not be subject to deselection.

O   Space considerations will not generally drive deselection.

Appendix C - Deselection and disposal processes

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[2] More than 2 copies

6   Performance Indicators

How do we know we are building the collection in accordance with the strategy?

The Key Performance Indicators for this Strategy are:

- Setting up mechanisms to measure the impact[3] of:
  - Engaging with community on collecting, describing and making material available
  - Providing access to collection materials and providing digital copies
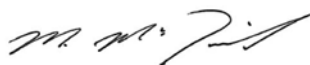- Building a representative collection

Reporting measures:

- Efforts undertaken to improve representative collection building by:
  - language groups;
  - community groups; and
  - geographic regions
- Number of collections for which an Aboriginal or Torres Strait Islander community was engaged at some point in selecting, advising on access provisions or enhancing description of materials in the collection.
- Building a collection of significant Aboriginal and Torres Strait Islander materials
- Percentage of offers accepted by significance ranking;

  Percentage of materials by Aboriginal or Torres Strait Islander individuals or organisations; and
- Recording both acceptance and rejection of offers and justification for decision making.

This strategy will be reviewed in 2020.

The AIATSIS Council Charter was ratified by the AIATSIS Council on 30 April 2018.

Professor Michael McDaniel

AIATSIS Council Chairperson

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[3] Both quantitative and qualitative measures will be used to support measuring progress and impact.

Appendix A:

AIATSIS Act 2016 (Cth) – Section 5: Functions of Institute

The Institute has the following functions:

(a)   to develop, preserve and provide access to a national collection of Aboriginal and Torres Strait Islander culture and heritage;

(b)   to use that national collection to strengthen and promote knowledge and understanding of Aboriginal and Torres Strait Islander culture and heritage;

(c)   to provide leadership in the fields of:

> (i)   Aboriginal and Torres Strait Islander research; and

> (ii)   ethics and protocols for research, and other activities relating to collections, related to Aboriginal and Torres Strait Islander peoples; and

> (iii)   use (including use for research) of that national collection and other collections containing Aboriginal and Torres Strait Islander culture and heritage;

(d)   to lead and promote collaborations and partnerships among the academic, research, non-government, business and government sectors and Aboriginal and Torres Strait Islander peoples in support of the other functions of the Institute;

(e)   to provide advice to the Commonwealth on the situation and status of Aboriginal and Torres Strait Islander culture and heritage.

Appendix B:

Cultural protocols, legislation and guidelines

Cultural Protocols

Aboriginal and Torres Strait Islander Library Information and Resource Network (ATSILIRN) Protocols for Libraries, Archives and Information Services

AIATSIS Guidelines for Ethical Research in Australian Indigenous Studies (GERAIS)

Museums Australia, Continuous Cultures, Ongoing Responsibilities.

Australia Council for the Arts, Protocols for Working with Indigenous Artists

Legislation

AIATSIS Act 2016 (Cth)

Australian Public Service Act 1999 (Cth)

Copyright Act 1968 (Cth)

Freedom of Information Act 1982 (Cth)

Privacy Act 1988 (Cth)

Protection of Movable Cultural Heritage Act 1986 (Cth)

Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (Cth)

United Nations Declaration on the Rights of Indigenous People.

Guidelines

Association of Moving Image Archivists Code of Ethics

Australian Library and Information Association Statement on Professional Conduct

Australian Society of Archivists Code of Ethics

Collections Council of Australia, Significance 2.0

Indigenous Australian Art Charter of Principles for Publicly Funded Collecting Institutions

International Council of Archives, Code of Ethics

International Council of Museums, Code of Ethics for Museums

International Federation of Library Association Code of Ethics for Librarians and other Information Workers

International Federation of Film Archives Code of Ethics

Ministry for the Arts, Australian Best Practice Guide to Collecting Cultural Material

Museums Australia, Incorporated Code of Ethics

National Standards for Australian Museums and Galleries

National and State Libraries Australasia, Collaborative Collecting Principles

Appendix C:

Deselection and disposal processes

Collection managers and specialist staff are responsible for deselection. At times, the CEO or delegate will be consulted or advised, and in some instances, advice will be sought from relevant Aboriginal or Torres Strait Islander groups or communities.

Collection materials <u>may</u> be considered for deselection if some or all of the following apply:
- a request is made by Aboriginal or Torres Strait Islander peoples for the withdrawal of the materials under the *AIATSIS Act* s 41;
- it is subject to stringent access conditions that contradict the wishes of relevant Aboriginal and Torres Strait Islander peoples, which cannot be amended and is therefore unable to be properly administered;
- a request for withdrawal is made by the owner and/or depositor;
- repatriation which is not covered by Return of Materials to Indigenous Communities (ROMTIC) is requested by an individual or community and may be repatriated following consultation, evaluation and with the approval of CEO or delegate;
- it has become a danger to the safety of staff and/or other materials in the collection, in which case every effort will be made to preserve the content by migration to a stable format and/or relocation;
- it has deteriorated to such an extent that content cannot be recovered and copying or restoration is not practicable;
- it duplicates other items in the collection and is in excess of any requirement for duplicates;
- it is a copy that has been superseded by superior copies and is in excess of any requirement for additional copies;
- after research, consultation, evaluation materials may be deselected if provenance is uncertain and may compromise the Institute, with approval by CEO or delegate;
- if there is no reasonable expectation of making the item discoverable in the future;
- has no relevance to the collection;
- it does not comply with the Collection Development Policy.

Deselected materials may be removed or disposed of in the following ways:
- transfer to the owner and/or depositor;
- donation to an Indigenous organisation; galleries, libraries, archives and museums (GLAM); community or charitable organisation;
- sale to a public institution;
- sale to a private buyer; or
- destruction.

Conditions that applied at the time materials were acquired may legally prevent AIATSIS from disposing of it. The legality of disposal will be ascertained on a case-by-case basis. AIATSIS cannot legally return materials to donors who received tax benefits as a result of their donation.

Glossary of terms and acronyms

Acquisition: acceptance of materials into the collection.

AIATSIS: Australian Institute of Aboriginal and Torres Strait Islander Studies

ATSILIRN: Aboriginal and Torres Strait Islander Library, Information and Resource Network

Contract of commission: whereby materials are created under a contract of commission and/or deed of grant so ownership of the material is transferred to AIATSIS.

Contract of deposit: whereby materials are cared for as part of the collection but the depositor maintains ownership of the physical property.

Copyright: the exclusive right, granted by law for a certain term of years, to make and dispose of copies of, and otherwise to control, a literary, musical, dramatic, or artistic work.

Creation of original materials: whereby materials, including writings and recordings, are created by AIATSIS staff in the course of their work.

Cultural significance: the meaning and values of an item or collection, or what makes it important. Significance is the historical, aesthetic, scientific and social value that an item or collection has for past, present and future generations.

Deselection: the process to enable the removal materials from the collection.

Donation, gift or bequest: whereby ownership of materials is transferred to AIATSIS via direct donation, donation through the Cultural Gifts Program, or bequest.

GERAIS: Guidelines for Ethical Research in Australian Indigenous Studies

Provenance: the history of an item's ownership.