



AIATSIS

AUSTRALIAN INSTITUTE OF
ABORIGINAL AND TORRES STRAIT
ISLANDER STUDIES



**Collection
Development
Policy**

2013 – 2016

Collection Development Policy 2013 - 2016

Prepared by AIATSIS Collections Programme

Cover Image: Jack Wherra working on a boab nut carving, Mowanjum, W.A., 1965

Photographer: Neil Tilden

John David McCaffrey Collection

AIATSIS Reference: McCaffrey.J01.BW-N07441_03

Photographs taken as part of research conducted by John David McCaffrey into Aboriginal art from the Kimberley region. This collection of over 1,000 original negatives was donated to AIATSIS by Winifred McCaffrey in 2006.

*A world in which
all Indigenous peoples'
knowledge and cultures
are recognised, respected
and valued.*

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1. Introduction to the Collection Development Policy

The AIATSIS Collection Development Policy sets out:

- why we collect;
- what we collect;
- for whom we collect;
- how we collect; and
- our criteria for collecting.

This policy does not cover access, or collection management procedures such as registration, cataloguing and documentation, conservation, preservation or digitisation.

2. Vision and Aim

AIATSIS' vision as an institution is: ***"Indigenous peoples' knowledge and culture is recognised, respected and valued throughout the world."*** The purpose of AIATSIS is defined as ***"Building pathways for the knowledge of Aboriginal and Torres Strait Islander peoples to grow and be shared."*** (AIATSIS Statement of Strategic Intent 2013 - 16).

This is reflected in the AIATSIS goal to: ***"Ensure our collections are safe, accessible, valued and growing."*** The key success measure for this goal is that ***"AIATSIS is the repository of choice for Indigenous materials."*** (AIATSIS Statement of Strategic Intent 2013-2016).

The Collection is for Australian Indigenous peoples and the broader Australian and international communities. The Collection supports research in major areas of Aboriginal and Torres Strait Islander studies, with particular strengths in languages and linguistics, music, cultures and societies, family history and visual arts. The Collection plays an important role in supporting the research plans and activities of AIATSIS and in collecting the documentation and results of current research.

3. Governance

AIATSIS is an independent Commonwealth statutory authority, established by an Act of Parliament in 1964. This Act was revised in 1989. It is governed by a Council of nine members. Four Council members are elected by and from the AIATSIS membership, a body of individuals with a demonstrated interest in Aboriginal and Torres Strait Islander Studies. The remaining five Council members are appointed by the relevant Minister.

The maintaining of a collection is prescribed as one of the functions of the Institute under S. 5(e) of the AIATSIS Act 1989: *"...establish and maintain a cultural resources collection consisting of materials relating to Aboriginal and Torres Strait Islander studies."*

4. Introduction to the Collection

The Collection of the Australian Institute of Aboriginal and Torres Strait Islander Studies, built up over the past 50 years, makes up one of the world's premier collections of historic and contemporary materials by or about Australian Aboriginal and Torres Strait Islander peoples and cultures. Over 500 cultural groups are represented within the Collection. As a research collection it contains both current and historical resources.

The Collection comprises original and unique material in a range of formats, supported by a focused collection of published materials, both historical and contemporary. As at the end of 2013, excluding index records to other items in the Collection, there are approximately 270,000 items listed in the AIATSIS catalogue (Mura®). The Collection also includes approximately 650,000 photographic images, 40,000 hours of audio material, 9,000 video titles, 930 motion picture titles, and over 1,000 artworks or artefacts. The Documents area holds 170,000 items.

AIATSIS is a unique keeping place which provides a central repository for information about Australian Indigenous studies, which are otherwise distributed across a multitude of collections worldwide and are often difficult to access, particularly by Indigenous communities. The Collection contributes to the preservation and revitalisation of language, to family history research and as research infrastructure to the range of AIATSIS research as well as that undertaken at other institutions. Australian Indigenous societies have traditionally transmitted knowledge through oral and visual means, and AIATSIS is the only Commonwealth institution charged with the custodianship of collections which attempt to document those traditions.

5. History of the Collection

The acquisition of print, photographic and recorded sound materials began with the inception of the AIAS in 1964. The Moving Image Collection (film and video) was initiated later by the AIATSIS Film Unit. The Print, Photographic, Recorded Sound and Moving Image Collections were maintained separately until the formation of the AIAS Resource Centre in 1977. It was at this time that the systematic organisation and cataloguing of all the materials commenced.

The AIAS Resource Centre later became known as the AIAS Library. In 1997, following a review, the Collections were divided between the Library and the Audiovisual Archive. This division continued until 2013 when they were again combined into a single Collection. AIATSIS Collections have changed significantly over the years and new materials have called for new approaches, including strategies to digitise collections to improve access and preserve rarer items or those deemed to be at risk.

6. What we collect

AIATSIS collects material exclusively related to Aboriginal and Torres Strait Islander studies and items related to the function of AIATSIS to support research in this field. The strengths in the Collection are identified in APPENDIX A.

AIATSIS collects a variety of formats and item types – personal and organisational papers, books, journals, newspapers, microform, maps,

manuscripts, pamphlets, films, videos, photographs, and sound recordings in a variety of analogue and digital formats (Refer APPENDIX B).

7. How we collect

Primary selection tools for published material are standing orders with library suppliers, the internet, publishers' and retailers' catalogues, bibliographies, the "Discover Australian Collections" section of the National Library of Australia's website <http://www.nla.gov.au/>, RMIT and other databases, conference trade displays and exhibitions, and suggestions from staff and clients. Unpublished material is sourced from donations/gifts and purchases.

All materials offered to AIATSIS, including materials received under Deed of Gift, Deposit, or through the Cultural Gifts Program, are assessed according to the *significance* criteria set out in this policy. AIATSIS is under no obligation to accept material offered to it and retains the capacity to decline material offered to the Collection. AIATSIS may also require grantees to provide material in accordance with preferred formats or identified technical standards (Refer APPENDIX C).

8. Selection criteria

8.1 Significance

AIATSIS will continue to develop collections of significant material documenting Aboriginal and Torres Strait Islander societies and history. Items deemed significant include those which:

- assist in making a lasting contribution to worldwide knowledge and understanding of Australian Indigenous cultures, past and present;
- reflect the current subject emphases of AIATSIS-sponsored research;
- are valued by an Aboriginal or Torres Strait Islander community for social, economic, cultural, spiritual or political reasons;
- are not well represented in collections outside AIATSIS; or
- have a demonstrable link to the history of AIATSIS.

8.1.1 Definition of significance

The definition of significance developed by the Heritage Collections Council is *"the historic, aesthetic, scientific and social values that an object or collection has for past, present and future generations. Significance refers not just to the physical fabric or appearance of an object. Rather, it incorporates all the elements that contribute to an object's meaning, including its context, history, uses and its social and spiritual values. When you consider this information you can draw informed conclusions about why an object is significant. Significance is not fixed—it may increase or diminish over time."* (Significance. Heritage Collections Council, Commonwealth of Australia, 2001. p.13)

8.1.2 Significance assessment

Significance assessment involves three tasks:

- analysing the object;

- understanding its history and context; and
- identifying its value for communities.

8.1.3 Primary criteria

Four primary criteria apply when assessing significance:

- historic;
- aesthetic;
- scientific, research or technical; and
- social or spiritual.

8.1.4 Comparative criteria

Five comparative criteria evaluate the degree of significance. These are modifiers of the main criteria:

- provenance;
- representativeness;
- rarity;
- condition, completeness or intactness and integrity; and
- interpretive potential.

8.1.5 Supplementary selection criteria

Significant materials will also be evaluated against the following criteria:

- availability of substantial supporting documentation in hard copy, PDF, RTF, TXT or XML format;
- verification of provenance;
- confirmation of clear legal title;
- physical condition;
- Certificate of Authenticity for artworks produced after 1998;
- availability of suitable storage and display conditions;
- availability of suitable playback equipment; and
- terms of donation or deposit.

AIATSIS considers all criteria when assessing significance. However, it is not necessary to find evidence of all criteria to justify an object's significance. Indeed, an object may still be highly significant if only one or two primary criteria apply. AIATSIS will also acquire material seen to be representative of a particular class of creativity, research discipline or mode of cultural production. This may also be determined by availability and is also further limited to a series of specific research strengths which reflect those of the Institute historically. These include: languages, culture studies, family history and biography, arts, history, health and mental health, social and emotional wellbeing, education, land rights, native title, business and economics, media, film and communications, environment, cultural heritage protection, sport, politics and government, law and justice, and Australian Parliamentary reports.

9. Collection building processes

AIATSIS may receive items into the Collections in two ways: acquisition (including purchase, document supply, gift, or donation) and contractual agreement (this includes deposits under section 41(1) of the AIATSIS Act and grant agreement fulfilment).

9.1 Acquisition

- Purchase – whereby ownership of material is transferred to AIATSIS via a monetary transaction. This includes published items bought from commercial dealers and retailers, government and non-government organisations, galleries and individuals. (AIATSIS does not seek to purchase unpublished manuscripts or audiovisual materials);
- Donation/Gift - this includes items acquired through the AIATSIS Deed of Gift, or through the Cultural Gifts Program, whereby ownership of material is transferred to AIATSIS. This mode applies mainly to unpublished materials, however, collections of significant published materials may also be acquired as a gift;
- Bequest - whereby ownership of material is transferred to AIATSIS upon the death of a donor;
- Creation of original material, whereby AIATSIS staff create original audiovisual or other material in the course of their duties;
- Document supply - a small percentage of materials are added to the Collection via document supply (photocopies or scans of materials held by other libraries). These materials are requested under S 50 of the Copyright Act and are particularly important for the acquisition of analytic materials, especially in rare and international journals.

9.2 Contractual Agreement

- Deposit – whereby material is permanently housed at AIATSIS and the depositor maintains ownership of the physical property. Material is only accepted on deposit in exceptional circumstances and is subject to prevailing storage and staffing considerations. Similarly the Collection must not have restrictive access/use conditions imposed unless there are legitimate reasons for same (e.g. restricted ceremonial, gender specific material).
- Commissioned works – whereby contractors are engaged to provide content for a specified purpose (e.g. *'The After 200 Years Photographic Project.'*)

9.2.1 Purchasing

AIATSIS seeks to purchase items at fair retail, discounted or lowest prices consistent with availability and item condition. AIATSIS will seek to retain a standing order with a library supplier for new texts related to Australian Indigenous studies. The texts are identified using a keyword profile created by AIATSIS and implemented by the supplier. Costs are reduced by participation in standard order arrangements, comparison of costs for additional purchases via internet resources and purchase direct from publishers or authors. Rare books are purchased in terms of availability, price and condition from specialist retail suppliers and from auction. No individual retailers or auction houses are preferred. At auction, except in exceptional circumstances, the maximum bid plus commission shall not exceed the value of a comparable item available from a specialist supplier including internet businesses.

Payment is not made for unpublished manuscripts offered by individuals (though AIATSIS may cover production costs of theses). The exception to this is the purchase of theses from university libraries or dissertation suppliers and unique manuscript items offered at auction. Costs related to the valuation of unpublished manuscripts may also be accepted as part of an application under the Cultural Gifts Program.

9.2.2 Cultural Gifts Program

AIATSIS is an eligible institution under the Commonwealth Government's Cultural Gifts Program. Material accepted as suitable for donation under the Cultural Gifts Program must have a potential monetary value of more than \$5000 for print material and more than \$20,000 for audiovisual material and must be delivered to AIATSIS along with all valuations and supporting documentation at least two months prior to the submission date scheduled by the Committee on Taxation Incentives for the Arts. The cost of the valuations will be met by the donor and may be claimed as a tax deduction.

10. Deselection and disposal of items

The archival nature of the Collection and the strong emphasis on initial selection criteria has meant that deselection has not been a significant tool of collection management in the past. Into the future, space constraints may dictate an increased focus on ensuring capacity to house significant items. Where deselection is necessary, the criterion for deselection is the relevance of the material to Aboriginal and Torres Strait Islander studies, the number of copies and where applicable the condition of the item.

With unpublished material, items may be removed from the Collection through:

- the request of the owners of deposited material; and
- access matters resulting from the application of sections 41(1) and 41(2) of the AIATSIS Act 1989 where access conditions cannot be administered.

In the case of audiovisual materials, the original carrier may be disposed of if the content has been preserved and the original carrier has degraded to such an extent that it is no longer playable or has become a danger to staff or other materials. Wherever possible, original audiovisual carriers are retained indefinitely.

AIATSIS seeks to retain at least three copies of published material, the number of copies of individual items can be used as a criterion for deselection.

Conditions which applied at the time an object was acquired may legally prevent AIATSIS from disposing of it. The legality of disposal will be ascertained on a case-by-case basis.

Funds generated from the disposal of items from the Collection may only be used to purchase new items in accordance with the Collection Development Policy or to upgrade the preservation or conservation of objects already in the Collection.

11. Collecting Ethics

AIATSIS Collections staff observe the Australian Public Service Values and Code of Conduct, the AIATSIS Guiding Principles and Shared Behaviours, the ATSILIRN Protocols and the highest collection ethics.

11.1 Responsibilities

- Staff shall ensure that access to and use of the Collection will be without discrimination or preferential treatment subject to legislative requirements, policies and cultural protocols;
- Staff ensure that items from the Collection will not be removed for private uses;
- Staff observe any restrictions on access to records in their care;
- Staff protect the privacy of clients, donors and users;
- Staff shall not use any confidential information acquired during the course of their work for personal advantage or for a co-worker or a third person;
- Staff shall protect personal information gained under privilege and contained in records in their custody;
- Staff shall not allow their private research and publication interests to interfere with the performance of their duties;
- Staff shall not privately collect material in the domain of their collection responsibilities while employed at the Institute, or act as agents to enable others to collect in the area;
- Staff shall safeguard the Collection against wilful or accidental damage, defacement, alteration or theft;
- Staff shall retain a copy of material removed or deaccessioned from the Collection where appropriate.

11.2 Integrity of Records

Staff shall preserve, protect and maintain the integrity of the records in their control and the information contained therein. Material accepted into the Collection will not be edited or manipulated unless permission has been granted by the donor and the content in question is clearly not significant.

11.3 Purchasing

- Staff shall purchase items for the Collection in accordance with this document and the AIATSIS Procurement Policy;
- The AIATSIS Collection will purchase items from a range of vendors dependent on price, condition and availability except in circumstances such as the standing order with a single supplier where significant savings can be made by utilizing their identification, ordering and discounted freight options; and
- Staff shall purchase items at an appropriate market value where known.

11.4 Disposal

- AIATSIS will either obtain a number of quotations on any potential sale of surplus items, or donate surplus items to other institutions or charity.

APPENDIX A – Subject Strengths

Special collections

There are a number of special collections within the Collection:

- the Rare Book Collection;
- the Australian Indigenous Languages Collection;
- the Rare Serials Collection;
- the Rare Pamphlet Collection;
- the Manuscripts Collection;
- the Family History Collection
- the Audio Collection;
- the Image Collection; and
- Torres Strait Islands items.

The print collections hold over 2,500 items on the peoples and cultures of the Torres Strait Islands.

Description of subject strengths

AIATSIS collects in the following subject areas.

Languages

- Nationally and locally published material in Aboriginal languages and Torres Strait Islander languages including Kriol is collected. These are readers, dictionaries, grammars, works of the imagination and Bible translations in language. This material makes up the *Australian Indigenous Languages Collection*. The importance of this collection was recognised in October 2009 when it was registered on the Australian Memory of the World Register.
- Published and unpublished research on languages is collected.
- Published and unpublished material on descriptive and applied linguistics relating to Aboriginal languages and Torres Strait Islander languages is collected. Theoretical material is collected selectively on the advice of the relevant Collection Manager, in consultation with linguists on staff at AIATSIS.
- The AIATSIS Language Thesaurus lists over 700 languages/dialects and is used to catalogue the language material. It is available online at: <http://www1.aiatsis.gov.au/thesaurus/language/language.asp>

Cultures and societies

- Published and unpublished material relating to Aboriginal and Torres Strait Islander cultures and societies is collected.
- Anthropologists' and archaeologists' field notes and manuscripts (including theses) are especially sought. Commercial survey reports are accepted, but not actively sought. Major anthropological or archaeological works not dealing specifically with Aboriginal and Torres Strait Islander material are collected selectively if they contribute to significant changes in the field of study.
- Published and unpublished works on Australian Indigenous research methodologies are collected.

Family History and Biography

- All published biographies, autobiographies, and family histories by Aboriginal and Torres Strait Islander peoples or families are collected. Biographies, reminiscences and memoirs etc. of non-Indigenous people are collected if they contain significant information on Aboriginal or Torres Strait Islander matters.
- Family history research material is also acquired as part of the Archival Collection with appropriate access conditions.
- Records from Government and non-Government agencies are targeted for material relating to Aboriginal and Torres Strait Islander individuals and communities.
- Births, deaths and marriages indexes from each State and Territory are collected. Guides, indexes, parish registers and cemetery transcripts are acquired.
- Indexing
 - The Aboriginal and Torres Strait Islander Biographical Index (ABI), maintained by Family History Unit staff, is a name index to individuals named in selected published materials held in the Collection. The total number of records in the ABI (as at late 2013) is over 76,000, with approximately 70,000 records available on Mura®. It is being continuously updated from both historical and contemporary Australian Indigenous works.

Arts

Material related to Aboriginal and Torres Strait Islander participation in all forms of the arts is collected. Policy documents and major reports on the arts which have implications for the Aboriginal and Torres Strait Islander sector are collected.

Visual Arts

AIATSIS collects exhibition catalogues, auction catalogues, reference works and other major publications. The Institute attempts to be as wide ranging as possible in its acquisition of serial articles published outside the major journals.

Creative Writing

- Published fiction, drama and poetry by Aboriginal and Torres Strait Islander authors are collected. Original manuscripts of published authors are collected where they have research value and particularly where they reveal the creative process and/or the literary, political or social milieu. Original manuscripts published by Aboriginal Studies Press are collected and housed in the Manuscript Collection, with the author's approval.
- Commentaries and analyses of Indigenous creative writing are also collected.
- Works of imagination by non-Indigenous authors are collected if they have strong Indigenous themes or characters.
- AIATSIS recognises the Black Words section of AustLit as a major source of information on Indigenous writers: <http://www.austlit.edu.au/specialistDatasets/BlackWords>

Performing arts

- AIATSIS collects programmes and promotional brochures and posters for performances where possible. Material collected relates to community and professional performances in dance, theatre and cultural festivals. Collecting in this field is strongly dependent on availability and is selective; however the collection aims to be geographically representative. Donations of promotional brochures and posters from around Australia are welcomed.
- Unpublished items documenting performing arts are collected, including audio recordings, photographs and moving image recordings.

Songs and Music

- Published and unpublished works about Indigenous songs and music, both contemporary and as part of ceremonial practices are collected.
- Published music CDs are collected selectively. National Film and Sound Archive holds a comprehensive collection of published songs and music. AIATSIS holds unpublished recordings of songs, music and ceremonies.

History

Published and unpublished national, regional or local historical works which include Aboriginal and Torres Strait Islander peoples are collected. Works by Aboriginal and Torres Strait Islander authors are particularly sought. Histories of missions, reserves and governments' laws and policies affecting Aboriginal and Torres Strait Islander peoples are collected. The National Library of Australia, the National Archives of Australia and state and territory libraries and archives are recognised as major sources of primary source material in Indigenous studies.

Health and mental health

Major published material in books and serials is collected. Unpublished reports are collected selectively, and depending on availability. Works by Indigenous health organisations and health practitioners and primary research material is particularly sought. Commentaries on health and mental health policies and works containing comparative statistics on Indigenous health are collected. The AIATSIS Collection recognises the Australian Institute of Health and Welfare as a major source of information and statistics for Indigenous health.

The Australian Indigenous HealthInfonet is a major online collection source: <http://www.healthinfonet.ecu.edu.au/>

Education

Both theoretical and applied materials about all levels of education for and by Aboriginal and Torres Strait Islander peoples are collected. This may include examples of educational material (including kits and electronic multi-media products) produced for Aboriginal and Torres Strait Islander students. State and Commonwealth government policy documents and state curriculum support documents are collected, as are journals, newsletters and other serial material produced by and for Aboriginal and Torres Strait Islander peoples.

Land Rights

- Published works, posters and ephemeral items are collected. Unpublished material of high research importance is collected where possible. AIATSIS welcomes donations of research undertaken for land rights claims.

- Publicly available transcripts of court and tribunal proceedings and other material related to particular claims is copied or acquired on the basis of funds availability and research importance. AIATSIS holds a comprehensive collection of transcripts from the Aboriginal Land Commissioner for the Northern Territory.

Native title

- Published analyses and commentaries on native title are collected. Journals updating native title developments are collected. AIATSIS collects all publications from the Native Title Research Unit at AIATSIS. We welcome donations of research undertaken for native title claims.
- AIATSIS recognises the National Native Title Tribunal website as a major source of published material on native title: <http://www.nntt.gov.au>.
- The Native Title Research Unit at AIATSIS may assist in recommending items for the Collection.

Business and Economics

- Published and unpublished material on Indigenous business enterprises and economic activities and the socio-economic situation of Aboriginal/Torres Strait Islander peoples, households, or communities are collected.
- Commercial-in-confidence material is acquired only if it is likely to have significant research value and appropriate access conditions can be determined.
- Examples of promotional brochures for Indigenous businesses are collected – for example, tourism, bush food products, art, etc. Indigenous business websites may be archived if appropriate permissions are received.
- Published and unpublished commentaries on Australian, state and territory government policies in the area are collected.
- Major collection sources are The Indigenous Business Australia website <http://www.iba.gov.au/>, The Indigenous Tourism Australia website <http://www.indigenoustourism.australia.com/> and The Centre for Aboriginal Economic Policy Research (CAEPR) <http://www.anu.edu.au/caepr/>

Media, film and communications

- Indigenous-owned newspapers are collected and selectively annotated. Newspapers with primarily Indigenous content are collected and selectively annotated.
- Reviews and commentaries on Indigenous-produced films and documentaries are collected. Reviews and commentaries on films and documentaries with Indigenous content are collected.
- Published DVDs of films or documentaries are collected selectively to provide examples of Indigenous productions, or to supplement themes in existing Collections.
- NFSA has a comprehensive collection of Indigenous film. AIATSIS primarily collects unpublished film and video materials.
- Published and unpublished material about telecommunications and use of communications technologies (satellites, cable TV, the Internet etc.) by Aboriginal and Torres Strait Islander communities is collected. Indigenous-produced websites are archived on Pandora if appropriate permissions have been received.

Environment

Published and unpublished material on Indigenous knowledge relating to the environment is collected. This includes material related to Indigenous interaction with the environment.

Cultural Heritage Protection

Published and unpublished material on looking after country, protecting sites of significance, and repatriation of cultural heritage is collected.

Sport

- All published books about Aboriginal and Torres Strait Islander sports people and sporting activities are collected. Unpublished material (including theses) is also collected. Donations of posters relating to sports people or events are welcomed but not actively sought.
- AIATSIS holds the sports research papers and photographs by Colin and Paul Tatz. AIATSIS recognises the Australian Sports Commission website as a source of information: <http://www.ausport.gov.au>

Politics and government

- Documents related to existing, new or proposed government Indigenous affairs policies at federal, state or regional level are collected. More localised material is collected selectively and depending on availability. The Collection aims to be geographically representative.
- Annual reports for federal and state departments with responsibilities in Indigenous affairs are collected in hard copy or via links from the catalogue to government websites.
- The Australian Government Indigenous Portal is a major source of information: <http://www.indigenous.gov.au/>
- Journals and newsletters containing commentary on Indigenous affairs policies are collected.
- Indigenous policy from political parties is collected selectively. Information on Indigenous candidates or politicians is collected where possible, including campaign brochures or posters.

Law and Justice

Indigenous law

Published and unpublished material on Indigenous law and the relationship between Indigenous law and Anglo-Australian law is collected.

Legal System

- Published and unpublished material by or about Indigenous Legal Services, community justice systems and Indigenous courts such as the Koori Court are collected.
- The Indigenous Justice Clearing House is an important source of information: <http://www.indigenousjustice.gov.au/>
- AIATSIS recognises the Australian Institute of Criminology as a major source of information and statistics on criminal justice: <http://www.aic.gov.au/>

- Commentary and other material on the western legal system and particular laws in so far as they affect Indigenous Australians, are collected. Commentary and other material on international law as it affects Indigenous Australians are also collected.
- Transcripts of relevant courts, inquiries and similar proceedings may be collected, depending on availability and resources. Where this material is available on-line it is catalogued on Mura®. Material relating to the criminal justice system is collected with due concern to personal privacy. If sensitive legal documents are part of a collection they will only be accepted if appropriate access conditions can be determined.

Legislation

Commonwealth legislation and State legislation directly relevant to Aboriginal and Torres Strait Islander peoples has been collected in paper format until 1997. From 1998 onwards relevant Commonwealth legislation may be collected in paper format, however, where Commonwealth and State legislation is available on-line at the Australasian Legal Information Institute website <http://www.austlii.edu.au/databases.html>, or other online sources the material will be catalogued with reference to the online source only.

Australian Parliamentary reports

Australian Parliamentary reports and publications on Indigenous Australian issues are collected. Selected transcripts of Parliamentary Committee inquiries were collected. From 2008 access to Australian Parliamentary Committee inquiries is by a link from the Mura® catalogue record to the relevant inquiry on the Australian Parliament website: www.aph.gov.au

APPENDIX B - Item Types

Material meeting the Collection Development Selection Criteria is collected in a wide variety of analogue, digital formats and other electronic formats. At times, certain carriers and formats will be preferred for reasons of their longevity and future accessibility due to the possible future unavailability of format specific playback equipment and/or the software suited to future operating systems.

Books

Hardback and paperback formats are collected depending on availability and cost. Hardback editions are preferred in the case of large format books and frequently consulted reference tools.

Serials

Serials are collected in the subject areas identified previously. Requests for new serials are carefully considered. Where the availability of funds for new serials prevents subscriptions, particularly to electronic journals, relevant articles from these sources are collected individually.

Born Digital / Electronic Formats

Material meeting the Collection Development Selection criteria is collected in a wide variety of formats including born digital and electronic formats. At times, certain carriers and formats will be preferred for reasons of their *carrier specific* physical longevity and *format specific* future accessibility.

Newspapers

Aboriginal and Torres Strait Islander newspapers are collected, retained and indexed selectively. Whether a newspaper is indexed depends on staff resources and whether a paper is being indexed by another organisation. Access to current Australian newspapers is via electronic databases, available internally to staff. Clients may request access at the reference desk.

Posters

Posters depicting political, social or cultural issues or events are collected. Priority is given to posters produced by Indigenous organisations. Donations of posters and calendars are welcomed.

Rare Books/Items

Items dealing with all aspects of Aboriginal and Torres Strait Islander studies are included in the Rare Collection on the basis of any or all of the following four criteria:

- the age of the item (as a general rule this could be items older than 50 years);
- the rarity of the item (more contemporary limited edition items);
- the cost of the item; and
- sensitivity of the material for Aboriginal and Torres Strait Islander communities and individuals.

Manuscripts

Relevant unpublished works are collected, such as personal papers, diaries, field notes etc. of Aboriginal and Torres Strait Islander peoples, and of non-Indigenous people if they contain significant information on Aboriginal and Torres Strait Islander peoples and/or issues.

Collections of personal/organisational papers

Papers from organisations and individuals are collected, particularly those from Indigenous people, and those with national significance in Aboriginal and Torres Strait Islander affairs.

Theses

Theses at Doctoral or Master level from Australian and overseas universities are collected. Theses for other degrees including Honours level, where considered by the Collection Development Team to be of high research importance for community and/or academic research, are also sought.

Microforms

Material on microfiche and microfilm on silver halide is collected as a master copy and Diazo as a use copy. Items on vesicular film are not collected unless there is no alternative.

Pamphlets

- Items of 60 pages or less are added to the Pamphlet Collection.
- In accordance with the Copyright Act, periodical articles and like materials from collections of other libraries are copied for inclusion in the Collection.

Ephemera

Ephemera items are not widely collected. However, items of historical interest may be housed with the main Collection. These include: leaflets expressing political or social concerns, invitations to art exhibitions, exhibition, performance or cultural festival fliers and brochures etc. documenting the role of Aboriginal and Torres Strait Islander peoples. T-shirts, tea towels and badges have been accepted in the past and form part of the Collection. Items are not actively collected but are accepted and added to the Collection as the opportunity arises.

Audio recordings

AIATSIS accepts analogue and digital audio recordings in a variety of formats. Wherever possible, digital recordings should be created as uncompressed BWF, WAV or AIFF files at a bit depth/sample rate of 24 bit/48 kHz or higher.

Photographic images

Material meeting the Collection Development Selection Criteria is collected in a wide variety of formats including born digital and electronic formats. At times, certain carriers and formats will be preferred for reasons of their *carrier specific* physical longevity and *format specific* future accessibility.

Preferred photographic media and formats

AIATSIS accepts original versions of all photographic formats including traditional analogue photographs and digital files. Reproductions will only be

accepted in cases where the original has either deteriorated significantly or cannot be located. Wherever possible, digital images being offered should be 'camera raw' files and Adobe's open source DNG raw format is preferred. In some cases propriety raw formats may not be acceptable if they cannot be transcoded. High resolution 16-bit TIFFs or unedited camera native JPEGs are also acceptable where camera raw files are not available.

Moving Image items

Material meeting the Collection Development Selection criteria is collected in a wide variety of formats including born digital and electronic formats. At times, certain carriers and formats will be preferred for reasons of their *carrier specific* physical longevity and *format specific* future accessibility.

Preferred video media and formats

AIATSIS accepts all formats of 8, 16 and 35mm motion picture film as well as analogue and digital video recordings in a variety of formats. Wherever possible, digital recordings should be created as uncompressed camera files. However, AIATSIS also accepts a variety of Standard and High Definition files in AVI, H264, ACVHD, MOV and Pro Res files at a bit depth/sample rate of 10 bit 4:2:2 YUV or higher. Video files in other formats will be assessed on a case by case basis.

Artworks, objects and artefacts

There is no active collecting programme for artworks, objects and artefacts, however, donations of important, unique materials that complement or augment related items held in the AIATSIS Collection will be considered provided they are sufficiently documented and provenanced.

APPENDIX C - Arrangement of Digital Material for Donation

When lodging material in digital form, donors are asked to ensure that:

- carriers, such as CDs, are clearly labelled and arranged, preferably in chronological order;
- files are clearly named using appropriate file naming conventions and arranged, preferably in chronological order;
- documentation is provided in PDF, RTF, TXT or XML, explaining the naming and arrangement of files (providing details of the file type or format used);
- only material intended for donation is submitted;
- audio, moving image, photographic and other file types are provided on separate carriers (or folders, in the case of portable hard-drives); and
- individual audio and video files are restricted to a length which can be listened to or viewed in a single sitting, preferably less than two hours.

Appendix D - Terms and Acronyms

Term	Description
ABI	Aboriginal and Torres Strait Islander Biographical Index
AIATSIS	Australian Institute of Aboriginal and Torres Strait Islander Studies
AIAS	Australian Institute of Aboriginal Studies
ATSILIRN	Aboriginal and Torres Strait Islander Library, Information and Resource Network
AVA	Audio Visual Archive
Collection	All content held in the AIATSIS collections. This includes digital and non-digital objects in all formats.
ILS	Integrated Library System
MURA[®]	The ILS for Collections
NFSA	National Film and Sound Archive
RMIT	Royal Melbourne Institute of Technology