



East Renfrewshire Council: Library and Information Services

Heritage Services

Collection Policy

December 2007
(Revised September 2008)



Library and Information Services: Heritage Services

Collection Policy

Statement of Aim and Purpose

- To collect, manage and preserve primary and secondary sources of information, which reflect the history, culture and development of the area.
- To make access to this information as wide as possible by catering for personal visits, telephone enquiries and correspondence (both electronic and conventional)
- To continue to develop online access to the collection.
- To make this collection accessible to other council departments, local groups and organisations, who can make use of it to promote and preserve the heritage of the local community.
- To encourage a feeling of ownership of the collection amongst members of the local community and to create a safe repository to which they can donate items knowing that they will be preserved safely.

General

- The collection policy will be reviewed after a period of 2 years.
- Material will only be accepted provided it will be open for public access either immediately or after a fixed period of time (in consultation with the depositor)

Geographical Area

- To collect material directly relevant to the areas within East Renfrewshire Council's boundaries.
- To collect material directly relevant to areas outside East Renfrewshire Council's boundaries but which have strong links with our area or help give a clearer understanding of our area.
- To collect general works which inform about themes relevant to our area.
- To collect works on or by individuals who have lived or worked here or have connections with the area.

Scope of Collection

- Heritage Services will collect primary and secondary sources of material.
- As East Renfrewshire Council has no museum service, certain objects may be collected at the department's discretion.
- Responsibility for storing, arranging and providing access to archival material will be agreed in conjunction with the Council's Records Manager.

List of items for Collection (not exhaustive)

Photographs: Heritage Services will collect photographs, in the form of prints, slides, postcards and in electronic format.

Books and Pamphlets: Heritage Services will collect works both newly published, previously published and out of print.

Periodicals: Heritage Services will collect periodicals both with general and local relevance to local studies and family history

Periodical Articles: Heritage Services will collect copies of relevant articles from local and national periodicals.

Maps/Plans: Heritage Services will collect historical printed maps and plans.

Audio Recordings: Heritage Services will collect audio recordings, including oral histories, with content relevant to the local area.

Commercial Recordings: Heritage Services will acquire relevant commercial recordings with local content.

CD-ROMs: Heritage Services will collect information with local and national relevant to local and family history on CD-Rom.

Video/DVDs: Heritage Services will collect videos and DVDs with local content.

Microforms: Heritage Services will acquire sources of national and local material in the form of microfilm and microfiche. This will include copies of sources of local interest in existing record offices. Sources will include census returns and parish registers.

Newspapers: Heritage Services will collect two local papers 'The Barrhead News' and 'The Glasgow South and Eastwood Extra'. One hard copy of each will be kept and microfilm of both papers will be purchased.

Relevant cuttings will also be made from national newspapers.

Ephemera: Heritage Services will collect ephemera which could include: pamphlets, leaflets from local organisations, programmes of local events, miscellaneous documents with local relevance, house schedules, tickets etc.

Council Minutes: Heritage Services will keep hard copies of council minutes for the current year and 4 previous years. The previous year's minutes will be transferred annually to the Records Manager.

Election Material: Heritage Services will collect local material from local and national elections.

Accessions Procedure

Accessions will be dealt with in line with our separate **Accessions Procedure** and our **Terms and Conditions of Deposit** agreement document.

Disposal

- In the event that an item in the collection is to be disposed of, every effort will be made to contact the donor. The item will then be offered back to the donor.
- In the event that another repository is deemed more suitable for an item, every effort will be made to contact the donor and obtain their consent to the transfer.

Pro-Active Collecting

While it is impossible for Heritage Services to collect everything available with local relevance, the following steps will be taken each year to ensure that the collection keeps developing

- Annual mailshot to local groups, societies, churches and other organisations asking them to deposit suitable material such as posters and flyers and programmes for events, publications and photographs.
- Annual mailshot to local schools asking them to deposit copies of their handbooks and any other suitable material.
- Annual reminder to Community Libraries asking them to forward any suitable material to Heritage Services.
- Efforts will also be made to maintain communications with other departments within the council who may be able to contribute to the collection. For example, the Planning Department and Public Relations Department.