



LOCAL HERITAGE SERVICE

COLLECTION POLICY

The Moray Council recognises that the public library should act as the collective memory of the community and has a key role to play in ensuring a comprehensive local heritage collection that reflects the way of life in Moray, past and present.

All libraries have a core collection of heritage materials and immediate access by telephone and email to the Local Heritage Centre.

Overriding emphasis is placed on providing access to local heritage material while ensuring its preservation for future generations.

The Library Service aims to provide a comprehensive range of local heritage sources in a variety of formats which meet the needs of the community of Moray and which reflect the rich diversity of Moray. These sources reflect a wide range of levels of enquiry including many from outwith Moray.

The Local Heritage Service collects material about Moray and by authors, musicians or artists born or resident within Moray where this material reflects the local culture, language or heritage. This includes contemporary material. The Local Heritage Service also acts as the archive for The Moray Council and its predecessor authorities.

The Library Services is committed to meeting the heritage information needs of individuals and specific user groups such as researchers, education providers, authors, enquirers, general interest groups, heritage societies, community groups, businesses and visitors to Moray.

The Library Service seeks to ensure that, where appropriate, the most accessible formats such as microfilm/microfiche and ICT applications including on-line services are adopted to improve access to local heritage information while preserving the original material.

The Library Service collects and encourages the donation of appropriate material including: books; pamphlets; plans and maps; newspapers; magazine and newsletters; photographs; postcards; prints and drawings; audio, film and video recordings; manuscripts; unpublished articles and thesis; local heritage society articles; archives; websites; indeed any material related to this special part of Scotland.

The Service also collects and holds information about collections of local material held by local organisations.

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STAFF OBJECTIVES

1. The public library should act as the collective memory of the community. All library staff have a vital role to play in ensuring that a comprehensive local heritage collection can be achieved. This can be done in a variety of ways: by identifying new publications, recordings, websites, etc; by encouraging local organisations to donate copies of their publications, magazines etc; by keeping relevant articles from newspapers and magazines; and in general by taking an interest in local matters.
2. The service collects material about Moray and by authors, musicians or artists born or resident within Moray where this material reflects the local culture, language or heritage. For contemporary collecting purposes Moray is defined as the area now administered by The Moray Council. It should be appreciated, however, that Moray historically covered a much wider area and that the current Moray includes a substantial part of Banffshire.
3. The Library Service collects and encourages the donation of appropriate material including: books; pamphlets; maps and plans; newspapers; magazines and newsletters; photographs; postcards; prints and drawings; audio, film and video recordings; CD Rom; manuscripts; unpublished articles and theses; local heritage society articles; archives; websites; indeed any material related to this part of Scotland.

The service also collects and holds information about collections of local material held by local organisations and lists appropriate websites.
4. Efforts should be made at all times to ensure that local heritage materials reflect the needs and activities of the local community.
5. All service points have a core collection of heritage materials and immediate access by telephone and email to the Local Heritage Centre.
6. The Local Heritage Centre serves as the central resource of expertise and storage. Generally speaking, where only one copy of an item is in the collection it will be kept at the Local Heritage Centre for reference purposes only.

Wherever possible a further copy or copies, as relevant, will be acquired and located to appropriate local libraries.
7. The service will seek to ensure that, where appropriate, the most accessible formats such as microfilm/fiche and ICT applications are adopted to improve access to local heritage material and information while preserving the original material.
8. Heritage value is the crucial requirement in considering the acquisition of local heritage material with the decision to acquire being related to value for money, community needs, the number of copies already in stock and the condition of these copies.
9. The service is committed to working with researchers and heritage groups etc and to encouraging an interest in heritage. Wherever possible every encouragement should be given to these groups to use their local library for meetings and certainly as an access point for copies of their material.
10. Ongoing staff training and development in the use of local heritage material forms an important element within the library services' Local Heritage Policy. It is important that staff assist users in how to make best use of local heritage resources, within agreed policies.

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STOCK SELECTION METHODS

1. Introduction

- 1.1 All staff have a vital part to play in identifying materials for possible acquisition. All suggestions should be forwarded via the Principal Librarian. This process allows for appropriate purchase levels and appropriate locating of material. In general, where there is only a single copy of an item it will be located to the Local Heritage Centre and promoted to all service points through TALIS. Wherever possible a further copy or copies will be acquired and located to appropriate local libraries.

2. Criteria and Methods of Selection for Various Materials

2.1 Printed Books and Pamphlets

- 2.1.1 At least one copy of all publications relevant to Moray should be acquired. The total number acquired should be related to community needs and located accordingly.

- 2.1.2 In identifying appropriate titles a variety of methods will be adopted.

- (i) Askews On-line - This will be examined and any proposals forwarded to the Principal Librarian, although it is recognised that this will be a minor source for local heritage material.
- (ii) Local bookshops - All staff involved in stock editing and the Local Heritage Service should seek to identify local heritage items available at local bookshops and forward details of those items not in stock to the Principal Librarian.
- (iii) Local newspapers - The Press & Journal and all weekly local newspapers should be checked for local heritage materials. Senior Librarians will check the Press & Journal and their particular local newspaper while the Local Heritage Officer will check all local newspapers and the Press and Journal for items. All proposals should be forwarded to the Principal Librarian.
- (iv) Reviews - All staff involved in stock editing and the Local Heritage Officer should seek to note various reviews in newspapers and in professional journals and forward proposals to the Principal Librarian.

The Local Heritage Officer will scan the undernoted and similar publications for local publications and forward his proposals to the Principal Librarian.

Leopard, Scots Magazine, Scottish Affairs, Scottish Memories, local history publications and family history publications.

- (v) Contact with key local organisations - The Local Heritage Officer, in consultation with the Principal Librarian (Central Services), will ensure that initial agreement is made with the following organisations (and any other appropriate local organisations), to ensure that copies of all relevant future publications will be forwarded to the Libraries Service.

The Moray Council, Scottish Natural Heritage, HIE Moray, The Moray Society, Moray Field Club.

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- (vi) Antiquarian Booksellers - Lists of stock available from antiquarian booksellers will be checked by the Local Heritage Officer in consultation with the Principal Librarian (Central Services).

Contact with local antiquarian booksellers will be established by the Local Heritage Officer with any purchases being made in consultation with the Principal Librarian (Central Services). In addition, all staff involved in stock editing are expected to look out for any suitable material at local booksellers, sales etc.

2.2 Maps

- 2.2.1 At least one copy of all maps relating to Moray should be acquired, with wherever possible, a copy being made available at the local library.
- 2.2 The Local Heritage Officer on a 6 month basis, will carry out a systematic check of all Ordnance Survey and other major map provider's releases and updates, ie in April and October. In addition, local bookshops and other sales sources should be checked. All senior staff should alert the Principal Librarian of any new maps or street plans for their area.
- 2.2.3 It should be recognised that future provision of modern maps may be by access to GIS systems rather than by purchase of hard copies.

2.3 Newspapers

- 2.3.1 All past and present newspapers printed and published in Moray, including local community newspapers, should be purchased/acquired. Wherever possible a copy of the relevant local newspaper, preferably in microfilm, will be made available at the local area library.
- 2.3.2 The Local Heritage Officer is responsible for a planned programme of purchasing microfilm or CD Rom copies of both contemporary and past issues which ensures the eventual availability of all relevant editions at each area library.

2.4 Periodicals

- 2.4.1 Journals and magazines produced by groups and organisations throughout Moray should be considered for acquisition with one copy being kept at the Local Heritage Centre and one copy at the relevant local library.
- 2.4.2 All staff are responsible for advising the appropriate Principal or Senior Librarian of any such publications, copies of which should be forwarded to the Local Heritage Officer for consideration. The Local Heritage Officer will seek to identify any such publications through contact with local organisations and by scanning the local newspapers as in 2.1.2(iii) above.
- 2.4.3 The Local Heritage Officer will seek to identify details of those collections held by local organisations, eg churches, rotary clubs etc, where it is impossible or inappropriate for the Local Heritage Service to collect duplicate holdings.

2.5 Journal Articles

- 2.5.1 Much valuable local heritage information is produced in the form of journal or newspaper articles.
- 2.5.2 The Local Heritage Officer will seek to identify any such publications through scanning local newspapers and through a systematic sweep of the publications listed in 2.1.2(iv) above.

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- 2.5.3 Volunteers will scan national daily newspapers for such material and forwarding relevant copies to the Local Heritage Officer.
- 2.5.4 In addition all staff are encouraged to forward any articles on Moray's heritage to the Local Heritage Officer for consideration.
- 2.5.5 One copy will be retained at the Local Heritage Centre with a copy being kept at the local library, where appropriate.

2.6 Photographs

- 2.6.1 Photographs of places, buildings, events and people should be acquired wherever and whenever possible, preferably with appropriate explanatory information.
- 2.6.2 Acquisition may be by purchase or donation with known photographers and camera clubs being encouraged to supply copies either free or at cost.
- 2.6.3 Senior Librarians, Community Librarians and the Local Heritage Officer should seek to anticipate, through local knowledge, when significant alterations to the townscape, landscape etc are due and photograph the existing and the new if no views are already in the collection.
- 2.6.4 The Local Heritage Officer will consult closely with the Planning Department in regard to any significant changes.
- 2.6.5 All staff should seek to develop an awareness of any gaps in the collection or any photographs being made available and consult with the Local Heritage Officer accordingly.
- 2.6.6 Copies of appropriate local subjects will be made available at local libraries, where possible in digital format.

2.7 Postcards

- 2.7.1 Historic postcards should be purchased from reputable dealers or accepted from donors only when no other copies exist in the collection. This should be co-ordinated via the Local Heritage Officer prior to any commitment.
- 2.7.2 In order to ensure the ongoing acquisition of contemporary postcards relevant to Moray, the Senior Librarians in each area, Community Librarians and the Local Heritage Officer in respect of the Elgin area, will carry out a systematic check of local outlets for any relevant postcards at least twice per annum. Two copies of each should be acquired with one being kept at the Local Heritage Centre and the other being kept at the relevant local library. These checks will be carried out in April and October respectively.

2.8 Ephemera

- 2.8.1 Programmes, posters, cards, bills, public notices, catalogues etc can provide a valuable social and historic record.
- 2.8.2 Whilst the Local Heritage Service should not attempt to retain every item produced it should ensure representative examples and to keep details of appropriate more comprehensive collections held by local organisations and individuals.
- 2.8.3 Any material considered to be relevant should be forwarded to the Local Heritage Officer for consideration. Where appropriate, duplicate copies will be located to relevant local libraries.

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2.9 Unpublished Works

- 2.9.1 Unpublished works can offer a rich source of information on local heritage. The identification of such works relies to a great extent on members of staff knowing their customers and communities and building up a relationship of trust.
- 2.9.2 All heritage organisations producing articles, recordings etc should be encouraged to place copies of their work in relevant local libraries, the library service providing appropriate binders and shelf space. A copy of all such material must be forwarded to the Local Heritage Centre. Where staff know that a user of the library or local person is carrying out research or writing an article, book or thesis, that user should be encouraged to give a copy of their work to the Local Heritage Service, either in paper format or on disk for copying by the libraries service.
- 2.9.3 A copy will be retained at the Local Heritage Centre and, where appropriate, at the relevant local library.
- 2.9.4 A notice encouraging the placing of unpublished works will be placed in all service points and on the libraries' website.

2.10 Genealogical Sources/Census Reports etc

- 2.10.1 An interest in genealogy is one of the fastest growing areas in local heritage researches. It is recognised that many organisations are responding to this and that on-line services play an increasingly important role, with Scotland's People being a key resource.
- 2.10.2 The service will ensure an in depth knowledge of the range of resources available to the service and researchers.
- 2.10.3 Copies of pre-1855 baptism, marriage and death records will be acquired whenever possible. Copies of relevant records will be placed at area libraries as funds allow.
- 2.10.4 Copies of new editions of the International Genealogical Index for the United Kingdom will be purchased as soon as they become available.
- 2.10.5 Copies of indexes for 1841-1901 censuses for Moray, Banffshire and Nairnshire will be acquired when they become available.
- 2.10.6 Staff in the Local Heritage Centre and branch libraries should request copies of family histories relevant to Moray from researchers. Where information is purely genealogical the information should be transferred to the LIBINDEX database provided it meets Data Protection requirements. Hard copies of detailed family histories should be obtained for permanent preservation while not seeking to replicate the work of family history societies or materials on ancestry.
- 2.10.7 A list of appropriate websites will be maintained.

2.11 Audio Recordings

- 2.11.1 Audio recordings representing the social background and occupation of the community form a valuable part of the local heritage service. Likewise, music recordings are valuable cultural sources.
- 2.11.2 Copies of audio recordings should be accessed, wherever possible, from local heritage and language groups, by the relevant librarian.
- 2.11.3 Wherever possible local librarians should seek to record or arrange for the recording of distinctive local events or reminiscences. This includes library events.

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- 2.11.4 The above relies on local knowledge with all staff playing their part and the appropriate Senior Librarian for each area, Community Librarians and Local Heritage Officer in respect of Elgin area, identifying local participants, making contact, ensuring copies and forwarding one copy to the Local Heritage Centre while retaining a copy at local level. Where no such activity is carried out at a local level it is incumbent on the appropriate Senior Librarian or Community Librarian to seek to initiate the process, possibly in co-operation with community education and/or the caring services.
- 2.11.5 Relevant local commercial recordings should be identified via the scanning of local newspapers and journals as in 1(iv) and 1(v) and by visits to local retailers.
- 2.11.6 In addition, on a quarterly basis in April, July, October and January, the Local Heritage Officer will contact James Alexander and Sleepy Town, in respect of recent relevant local releases. Details of these or preferably approval copies, should be made available to the Principal Librarian.
- 2.11.7 In addition, the Local Heritage Officer will identify collections of holdings elsewhere (eg Buckie Fishing Heritage's Oral History materials) and how these may be accessed by users of the Local Heritage Centre.

2.12 Film and Video/DVD Recordings

- 2.12.1 Film and video/DVD recordings should be actively collected, the preferred format being DVD. Wherever possible, a reference copy should be obtained for the Local Heritage Centre and a lending copy or copies on DVD obtained for appropriate local libraries.
- 2.12.2 Local camera, photography and film-making clubs, heritage groups etc and local companies producing promotional DVDs of their business activities should be encouraged to provide copies.
- 2.12.3 Wherever possible local libraries should seek to record or arrange for the recording of distinctive local events including library events. This relies on local knowledge with all staff playing their part and the appropriate Senior Librarian for each area, Community Librarians and the Local Heritage Officer in respect of Elgin area, securing at least a copy for the Local Heritage Centre while retaining a copy at local level.
- 2.12.4 Likewise at a local level staff should be aware of who is or may have been involved in collecting or making films of local interest and might be willing for copies to be made. Online film archives, eg British Pathé, should also be investigated for content relating to Moray and its people.
- 2.12.5 DVDs available for purchase should be identified and acted on as in 1(iii) and 1(iv) above and by visits to local video/DVD retailers, such as W H Smith, with proposals being forwarded to the Principal Librarian.
- 2.12.6 In addition the Local Heritage Officer will seek to identify via Educational Services and Community Education if any DVDs are being made by schools or community groups.

2.13 CD Rom

- 2.13.1 CD Rom is still used as a medium for recording and making available local heritage material although is less significant than in the past.
- 2.13.2 Identification and purchase relies on a combination of local knowledge, staff input and a systematic approach as in 2.1.2(iii) and 2.1.2(iv) above, all proposals being sent to the Principal Librarian.

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2.14 On-Line Services/Websites

- 2.14.1 Recommendations as to the merit of these various services and sites, eg SCRAN, SCAN etc should be made by all professional staff and suggestions forwarded to the Information Services Librarian. Links will routinely be provided in respect of websites containing catalogues or inventories of collections which include material relevant to Moray, such as those of Aberdeen University Library, National Records of Scotland, Moray Heritage Connections, Aberdeen City and Aberdeenshire Archives online catalogues, Highland Archives, RGU, Gordon Highlanders Museum.
- 2.14.2 The Principal Librarian (Central Services) will liaise accordingly with the Local Heritage Officer in ensuring that best use of these resources can be made both at the Local Heritage Centre and at service points.
- 2.14.3 Websites created by local heritage groups and individuals can be a key source of local heritage material. These should be dealt with at two levels, firstly by listing of these sites by the Local Heritage Officer and making them available as links via the service's website and secondly by copying of these sites either by the burning of a CD/DVD or by screen dumping, again by the Local Heritage Officer. Deep searching of the internet should be undertaken by the Local Heritage Officer, on at least an annual basis, to ensure that appropriate and relevant websites are identified and categorised. Links to websites should be provided at the most generic URL level that is appropriate.

2.15 Archives

- 2.15.1 Archives relating to the history of Moray, whether it be social, economic or otherwise, are the primary source of information for researchers.
- 2.15.2 The Records Manager will liaise with other departments of The Moray Council to ensure that no administrative records shall be destroyed before they have been examined for their historical value.
- 2.15.3 All members of the library service will notify the Local Heritage Officer if they learn of the existence of any archival collections which may be of value to researchers. This would include the closure of businesses, the existence of antiquarian collections, closure of private institutions, etc. The Local Heritage Officer will recommend whether the material should be acquired for retention in the Local Heritage Centre. Should payment be required for the acquisition of privately held archives this should be done with the approval of the Principal Librarian (Central Services), subject to value for money constraints.
- 2.15.4 Where archives of historical value to Moray are held by another authority, institution or private body steps should be taken to ensure that a copy is obtained for the Local Heritage Centre, where possible, failing which information about these collections will be held at the Local Heritage Centre.
- 2.15.5 Where archives are offered to the authority but with conditions set by the potential depositor, eg type of users, time limit before use, the collection will only be accepted at the discretion of the Local Heritage Officer in consultation with the Records Manager.
- 2.15.6 The Local Heritage Officer will only accept archive collections on the understanding that he will examine each collection and will return or destroy unwanted items.
- 2.15.7 Where possible when archives are offered to a specific local library, staff should attempt to persuade the depositor to allow the items to be stored in the archivally secure Local Heritage Centre. Wherever possible copies will be placed in the relevant local library.
- 2.15.8 A programme of copying archives held in the Local Heritage Centre in the appropriate medium such as CD or microfilm will be initiated by the Local Heritage Officer. These will be used by researchers in order to preserve the originals. Copies will be sent to relevant local libraries.

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3. Stock Management

- 3.1.1 A Local Heritage Service lending item should be removed from the shelves when it is in a dirty or damaged condition. Where it cannot be repaired at the service point it should be returned to Libraries Support, clearly marked “for repair”, “for binding” or “for possible withdrawal”.
- 3.1.2 Where the book or item is still available for purchase it should be re-ordered at an area level as part of ongoing stock replacement.
- 3.1.3 Local heritage material returned to Libraries Support “for possible withdrawal” will be considered by the Principal Librarian (Central Services) and the Local Heritage Officer. The presumption will be only to withdraw when there are sufficient other copies in the collection (at least one local reference, one in local reserve and one in local lending) and when the item is clearly identified as having only limited long term heritage value. Withdrawn items will also be assessed for monetary value with those having any reasonable value being offered to antiquarian booksellers at a market rate or sold via a library sale at a commercial price. Where an item may be of use to the Museum Service it should be offered accordingly.
- 3.2 Senior staff must ensure that local heritage stock at all service points is relevant to the communities served and hence should seek to acquire further copies or titles from local pool stock where these are available and to remove stock when it is clearly not required.
- 3.3 There must be a commitment to local heritage stock being available at all service points, including mobile libraries.