



**AUSTRALIAN  
NATIONAL MARITIME  
MUSEUM**

**VAUGHAN EVANS LIBRARY COLLECTION  
POLICIES**

*To be Australia's most dynamic and innovative cultural resource, enriching lives by promoting knowledge and enjoyment of our relationship with the waterways and seas.*

*ANMM Vision Statement 2003*

**23 February 2004**

Considered and Ratified by the Director and Executive, 5 March 2004

**CONTENTS**

**SECTION 1.....4**

**LIBRARY COLLECTION DEVELOPMENT POLICY.....4**

Objectives .....4

Functions of the Library.....4

The Library Collection.....4

Subject areas in which the library collects.....4

Relationship With The Museum Collection .....7

Museum Publications.....8

Relationship with the Records Management Section .....8

Relationship with the Australian Heritage Fleet Library .....8

**SECTION 2.....9**

**LIBRARY SELECTION POLICY .....9**

Selection of materials.....9

Selection Criteria .....9

Duplicates .....10

Electronic Resources.....10

Foreign Language Material.....10

Acts, Regulations and Standards.....11

Books for Individual use.....11

Methods of Acquisition.....11

Donations .....12

**SECTION 3.....13**

**LIBRARY COLLECTION MANAGEMENT POLICY .....13**

Standards.....13

Arrangement of Library Research Collection.....13

Documentation.....13

Rare Books, Valuable Items, Limited Editions .....14

Stocktaking .....15

Deaccessioning .....15

Lost or Missing Items .....15

Museum Publications.....15

Preservation of the Library collection.....16

Binding.....16

Cooperative relationships with other libraries .....16

**SECTION 4.....17**

**LOAN AND ACCESS CONDITIONS.....17**

Access to the Library .....17

Loan Conditions.....18

Access to electronic resources .....19

**SECTION 5.....20**

**SCHEDULE OF CHARGES FOR LIBRARY SERVICES .....20**

    Inter-Library Loans .....20

    Photocopying and Micrographic Printouts .....20

    Charges for Research .....20

    Photographic Prints from Museum’s Collection.....21

    Plans of Museum Vessels .....21

**SECTION 6.....22**

**GLOSSARY OF TERMS .....22**

## **SECTION 1 LIBRARY COLLECTION DEVELOPMENT POLICY**

### **OBJECTIVES**

The principle objectives of the Library are:

To satisfy the information needs of the Museum through the provision of timely and efficient information services and the maintenance of a specialist research collection within the Museum's subject interests.

To provide access to information relating to Australian maritime history and culture to the wider community.

### **FUNCTIONS OF THE LIBRARY**

To develop a collection of information resources to support the activities of the Museum and provide for the information needs of Museum staff.

To make these resources accessible to users through documentation, effective storage and contribution to the National Bibliographic Database<sup>iii</sup>.

To provide a range of specialist information services to meet the information needs of the Library's client groups including staff, other institutions and the general public.

### **THE LIBRARY COLLECTION**

#### **Definition of the term Library Collection**

The Vaughan Evans Library Collection comprises both the physical library and the electronic resources of the library including internal and external bibliographic databases, bookmarks, e-journals and electronic publications, internet and intranet<sup>iii</sup> sites maintained by the library.

### **SUBJECT AREAS IN WHICH THE LIBRARY COLLECTS**

The Library collection can be categorised into the following main areas :

*General Reference*  
*Museum Studies*  
*Specialist Materials*  
*Research Collection*

## **General Reference**

The Library will maintain a collection of current and retrospective reference resources pertinent to the needs of its clients. Including :

*encyclopedias*  
*bibliographies*  
*atlases*  
*directories*  
*handbooks*  
*dictionaries*  
*registers of shipping*  
*microfilms of historical newspapers*  
*annual reports*  
*acts and legislation*  
*general reference works*  
*abstracting & indexing services and related online database services*  
*auction catalogues*

## **Museum Studies**

The Library will collect comprehensively on all aspects of museums and their operations. Particular emphasis will be placed on maritime museums and innovative projects. A wide selection of periodical literature for current awareness, research and key texts on issues relating to the Museum will be purchased. The Library will however not purchase back issues of periodicals in this area and will rely on resource sharing to fill retrospective requests.

This will include the following areas :

*exhibition design*  
*collection management & documentation*  
*ethics*  
*legal issues*  
*security*  
*disaster planning*  
*professional development*  
*policy*  
*conservation*  
*significant government reports*  
*Museum management*  
*fundraising*  
*public programs*

This collection will also include a comprehensive selection of resources containing information on museums world wide in addition to museum directories etc found in the reference collection. Exchange agreements with other museums will be sought wherever possible.

## **Specialist Materials**

The Museum has many specialists on its staff who require access to contemporary information and need to be kept up to date with recent developments in their own fields, key texts and access to bibliographical tools and databases for research purposes. Areas requiring specialised information are:

*registration*  
*conservation*  
*visitor services*  
*marketing*  
*exhibition design*  
*fleet maintenance*  
*photography*  
*maritime archaeology*  
*volunteers*  
*information technology*  
*building & security management*

The Library will maintain a current collection of these materials. Selection of individual titles will mainly be the responsibility of the relevant specialists. Back issues of periodicals will not be obtained unless resource sharing proves unfeasible.

## **Administration**

The Library will maintain a small selection of books and serials only where they relate specifically to museums. Resource sharing will be used to supplement most of the needs in this area as very good research collections exist nearby and most government publications/advises in these areas can now be accessed online through the internet through departmental portals and specialized e-networks.

*financial management*  
*personnel management*  
*public administration*

In order to ensure the Museum stays aware of related debate and new developments from Canberra, the Library will maintain a subscription to a Parliamentary and Government Publications current awareness monitoring service on the Museum's behalf.

## **Research Collection**

This forms the bulk of the Library collection and represents most of the material which the Library retains indefinitely.

This collection will contain both original and facsimile printed works relating to maritime history and Australian maritime history in particular.

## **VAUGHAN EVANS LIBRARY COLLECTION POLICIES**

The Research Collection reflects those areas of collection focus as identified in the Museum's Collection Development Policy 2003 such as:

*Indigenous Communities*  
*Exploration and European Settlement*  
*Convicts, Migrants and Refugees*  
*Australian Naval History Service*  
*Shipping and Trade*  
*Environment and Industry*  
*Maritime Technology*  
*Sport and Lifestyle*  
*Maritime Archaeology*  
*Australian - American Maritime Experience*

To support the focus of the Museum's collection and core exhibitions the Library will collect as comprehensively in these areas as funding will allow. This will include acquiring as many standard texts both current and retrospective as possible. It will also subscribe to key periodical titles and will also consider acquiring back issues of titles of primary importance to the subject that are used often and are not readily accessible to staff elsewhere.

However in some of these areas such as immigration and refugees and indigenous communities specialist research collections exist elsewhere and the Library will restrict acquisitions to core works only and rely on resource sharing wherever possible. This then enables the library to collect comprehensively in areas of unique speciality such as maritime archaeology which are not comprehensively covered by other Australian libraries.

In addition to general works on Australian maritime history and the thematic material mentioned above the Library will also collect printed material relating to objects in the collection, technical manuals, books, periodicals relating to ship technology and propulsion, published plans of vessels of Australian and USA Gallery interest, related genealogical texts and key general works on Australian history.

As a social history museum the Museum's temporary exhibitions are often very broad in subject and or outside the museum's areas of collecting interest. The Library collects key titles only and utilises resource sharing where practicable. However the Library recognises that exhibitions have a life beyond their physical existence and the need to maintain or recreate a corporate memory of an exhibition and also be able to respond to public enquiries at a basic level are also taken into account in terms of purchasing and retention of resources.

The USA Gallery has over the years contributed to the funding for the development of a monograph collection to support its exhibition development and to be used as a research tool. This collection is managed by the Library and forms part of the Library collection.

## **RELATIONSHIP WITH THE MUSEUM COLLECTION**

The Library collection is discrete and separate from the Australian National Maritime

Collection.<sup>iv</sup>

To this end the Library operates in much the same way as any Departmental Library within the Commonwealth Public Service.

The Library does not collect books as objects. Books are purchased purely for their value as information resources and remain part of the Library collection.

The Library does not actively collect objects, photographs, company records, personal papers or belongings as these are the province of the curatorial and archival collections of the Museum.

### **MUSEUM PUBLICATIONS**

The Library aims to hold a comprehensive collection of Museum Publications as instructed and defined in Entry No. 1932 of the National Archives of Australia. Administrative Functions Disposal Authority. February 2000.

### **RELATIONSHIP WITH THE RECORDS MANAGEMENT SECTION**

The Library collection contains published material. The current and historical records of the Museum are maintained by the Records Management Section according to archival principles and within policy guidelines set by the National Archives.

### **RELATIONSHIP WITH THE AUSTRALIAN HERITAGE FLEET LIBRARY**

The ANMM and Australian Heritage Fleet libraries both work together to find cooperative solutions that satisfy each organisation's objectives and constituent clients and draw on one another's physical and intellectual resources in the course of their work. However both serve two distinct organisations and have discreet collections. Both Libraries adopt different levels of intellectual control on their collections and these are tailored to their organisation's focus and requirements.

## SECTION 2 LIBRARY SELECTION POLICY

### SELECTION OF MATERIALS

The majority of requests for purchase are initiated by staff for their own specialist areas. The Librarian then assesses these requests within a budgetary framework developed at the beginning of the financial year.

Responsibility for the overall selection of library materials rests with the Librarian.

Ordering of items proceeds as soon as possible with the Librarian reviewing expenditure and commitments every few months to ensure that funds are available for the payment of incoming bills and that the Library vote is fully expended.

Generally current items are given priority over retrospective purchases due to the short print runs of many specialist titles.

### SELECTION CRITERIA

General selection criteria applied by the Librarian when assessing and selecting materials for purchase are :

1. *Scope of the item* : What is the scope of the item? How does it relate to the Museum's interests? How does it relate to items already in the Library collection?
2. *Content* : What is the content of the item? Is it factual? Is it well presented? Is the book easy to use? Does it have an index or bibliography? Are they of good quality? Is the content applicable to the needs of a museum library? Book review what do they say?
3. *Perceived audience* : Who is the perceived audience?
4. *Authority* : Who is the author? Do they have expert knowledge? Do we have other titles by them? Does it belong to a series? Do we hold other titles in this series? Are they of interest?
5. *Currency* : Is the information current? Does it matter if it isn't?
6. *Physical format* : What is the format? Is it suited to the purpose of the item? Does the Museum Library have the equipment to use it? Will the format effect the usefulness of the item? Will the format effect the expected life of the item and does this have cost implications for the Library?
7. *Language* : What language is the item written in? Does it affect its usefulness to staff?

- |  |
|--|
| 8. <i>Resource sharing</i> : Is it readily available to staff on inter-library loan or in person from another institution? Is it really necessary that we purchase it? Will it be used more than once or twice? Will it be in constant use? Has it already been requested on inter-library loan? Is it more economical to buy or borrow it ? |
| 9. <i>Urgency of request</i> : What priorities have already been allocated? Is it urgently required?   |
| 10. <i>Cost</i> : How much? Is it worth it? Would it be the only work on the subject in the Library collection? Is it a standard work?   |

## **DUPLICATES**

The Library will collect duplicate copies of frequently used texts where these are constantly on loan and many are standard sources for reference queries. Otherwise duplicate copies will not be retained. Some duplicate copies of serial titles of extreme importance will be retained to ensure an unbroken run should loss occur.

Duplicate material obtained from donations or purchases of whole collections will be disposed of at the discretion of the Librarian in accordance with accepted Library practice.

## **ELECTRONIC RESOURCES**

The Library will preferably acquire material in electronic format where it is shown to be competitive in price, more current and that it is satisfied that long term collection requirements (if any) for this material have been taken into account. In general where material is earmarked for long term retention hard copy or microfilm is the preferred format. Digital preservation requires much more significant and frequent allocation of resources to preserve and item during its life and this has long term budget implications for the institution. Also at this stage the Museum does not have an endorsed digital preservation strategy.

## **FOREIGN LANGUAGE MATERIAL**

The Library does have a responsibility to collect information that reflects a diversity of cultures and therefore gives a balanced picture of Australian maritime history, life and industry.

The Library however does not actively collect foreign language material as an area of specialisation. Material is judged on its potential usefulness to Museum staff and to the Library collection.

## **ACTS, REGULATIONS AND STANDARDS**

The Library will provide online access to current Acts and Legislation and standards governing the Museum's activities. Access to copies of legislation from other cultural organisations and other heritage related legislation will also be maintained for research and reference purposes. (Access to these resources is electronic to ensure currency).

## **BOOKS FOR INDIVIDUAL USE**

The Library will maintain a variety of dictionaries, street directories etc, in its reference collection for staff use. It is not however responsible for purchasing such books for individual officers use. These items are part of general office equipment requirements and are available on contract and should be purchased by the section concerned.

## **METHODS OF ACQUISITION**

Library suppliers will be used for routine ordering of monographs and periodicals in accordance with the appropriate government contracts where they are deemed to offer by the Librarian good discounts, ease of ordering, payment and follow up and reliable and prompt service.

Purchases will be made direct from publishers or from bookshops or other sources such as amazon.com where it is considered by the Librarian as more expedient to do so.

Electronic ordering and payment by credit card will be used wherever possible to minimise administrative overheads and speed up the acquisition process.

Purchase of private collections is a useful way to establish a basic thematic or subject collection or to add to an already established collection. However final say will rest with the Librarian regarding disposal of any unwanted items and how the collection is to be stored and documented.

Auctions are an expensive and time-consuming method of purchasing material. It may however be necessary to occasionally purchase material particularly long out of print and valuable titles by this method and the Librarian will seek the expertise of the curatorial staff to help with this process.

Rare and second hand booksellers can be expensive and prices vary greatly from dealer to dealer. Selective buying can be useful and comparisons between catalogues/databases will be maintained to ensure prices are reasonable. Portals<sup>v</sup> such as Biblio.com and Abe.com are an excellent way to shop comparatively and for second hand titles required at short notice.

Donations are an excellent way of developing collection depth quickly. As with

purchasing collections the Librarian will have the final say on what is to be retained and how they are to be stored and documented.

## **DONATIONS**

The Museum Library accepts donations of library material from individual and organisations and encourages the use of the Cultural Gifts Program<sup>vi</sup> only where practicable.

The Librarian reserves the right to determine whether all such material is suitable for inclusion into the Library collection and to negotiate any terms or conditions on which the donation is to be made.

It is also at the Librarian's discretion where such material may be stored and what level of bibliographic control can be placed on it at any particular point in time.

## **SECTION 3**

### **LIBRARY COLLECTION MANAGEMENT POLICY**

#### **STANDARDS**

The procedures, policies and physical layout that the Vaughan Evans Library has adopted are based on industry standards such as the Guideline for Australian special libraries.- Canberra : ALIA,1999. Facilities standards for Art Libraries. - Washington, D.C. : ARLIS,1991. and industry best practice as adopted by other Museum, Special and Commonwealth Libraries.

#### **ARRANGEMENT OF LIBRARY RESEARCH COLLECTION**

In general material belonging to Vaughan Evans Library is housed onsite in Wharf 7 in open access library shelving and compactus. Specific mediums such as microfilm have their own storage cabinets. Restricted access material such as Rare Books have their own own security controlled storage area.

The open access arrangement was developed purposefully to minimise administrative overheads and to provide timely access to material for both staff and the public. It also makes the Library more welcoming to users and also allows them to browse the shelves.

#### **DOCUMENTATION**

##### **Accessioning**

All monograph and non serial material is accessioned into the Vaughan Evans Library Accessions Register Database and details of its provenance and cost are recorded and a unique identification number is allocated to each item.

##### **Cataloguing and access to library holdings**

Cataloguing records for items in the Library collection are added to the online Library catalogue and also to the National Bibliographic Database - Kinetica. Through its membership and contribution to Kinetica the Vaughan Evans Library forms part of the distributed national collection<sup>vii</sup> and resource sharing network. A copy of the online library catalogue database is also available on the Museum's website.

##### **Cataloguing /metadata standards**

Cataloguing standards maintained by the Library are those required in order to contribute to Kinetica e.g. Library of Congress Subject Headings and Name Authorities, Dewey Decimal Classification 23<sup>rd</sup> edition, AACR2 and Library of Congress Cataloguing Rules and Interpretations. The Library also complies with Australian Government Locator Service (AGLS) standards<sup>viii</sup> for metadata<sup>ix</sup> created for the Museum's website.

##### **Cataloguing of Non Library Collection Material – Cooperative Programs**

Within restrictions of resources and workload the Library works cooperatively with the Registration section to create cataloguing records for monograph, manuscript and archival material from the National Maritime Collection (NMC). This data is added both to Kinetica and to the Library catalogue. The aim of this is to enhance public access to items held in the Museum's Collection and to make the boundaries between the Library and the NMC appear transparent to the outside user. Material treated in this way includes oral histories, rare books, and collection level information for photographic collections such as Hall etc and for archival collections such as McIlwraith McEacharn. Records for archival and manuscript material are also added to the Register of Australian Archives and Manuscripts Database (RAAM).<sup>x</sup>

## **RARE BOOKS, VALUABLE ITEMS, LIMITED EDITIONS**

### **What constitutes a Rare Book ?**

The Library collection is a working collection however from time to time items considered rare, valuable, and limited editions will be purchased for the Library on advice from curatorial staff who deem them to be useful primary research materials. These items will then be treated as part of the Library Rare Book Collection and have restrictions on their accessibility and use.

Many fragile or ephemeral items are also included in the Library Rare book collection. Their status as a rare book and the necessary restrictions on their availability enhance their long term preservation.

Many standard texts on seamanship especially for sailing ships are by their very age and nature Rare Books.

Therefore in essence the Library Rare Book Collection is a mechanism for excluding certain types of valuable and very ephemeral material from the rigours of day to day wear in the Library proper. It should not be confused with Rare Books in the National Maritime Collection which are collected for their display potential, historical value and as objects in themselves.

### **Storage and access**

Material in the Library Rare Book Collection will be stored in a discrete area from the open access library shelving and will not be available for loan or inter-library loan.

Items in this category will be regularly inspected by conservation and treated and boxed as required. Micrography will be arranged for fragile or heavily used materials to ensure their long term preservation to the maximum extent that funds allow.

### **Transfer to the National Maritime Collection**

Material may be transferred to the National Maritime Collection to ensure their long term preservation at the joint discretion of the Librarian and Registrar who will then seek Council approval.

### **Limited Editions**

Limited editions will not be purchased where a library binding is also available unless it can be demonstrated that features of the limited edition are unique enough to warrant inclusion in the library collection.

### **STOCKTAKING**

The Library will perform a regular stocktake of its collection and amend its records accordingly. Material unable to be located will be written off and replacements will be purchased at the Librarian's discretion.

Such stocktakes will be subject to periodic audit by the Museum's auditors.

### **DEACCESSIONING**

The Library will regularly undertake reviews of items in the collection to assess their usefulness. Items relating to maritime history found to be no longer useful will be disposed of as defined previously in this policy. Reference and serials collections will be regularly reviewed and culled (weeded) in accordance with established management practice in a special library environment and retention periods will be annexed to documentation records for items included herein.

It is proposed that an overall review of the library collection and its management should take place every five years.

### **LOST OR MISSING ITEMS**

If an item is missing from the shelves and has been cannot be located after three searches it will be marked as lost in the Library catalogue and written off from the collection. The decision to replace the item will be at the Librarian's discretion

### **MUSEUM PUBLICATIONS**

#### **Published Materials**

Responsibility for maintaining exchange agreements with other libraries and museums and for distributing copies of museum publications world wide rests with the Public Affairs section of the Museum who maintain the Museum's Mailing Lists and are responsible for sending deposit copies of Museum Publications to the legislated recipients.

The Library also retains copies of Australian National Maritime Museum publications for research purposes. (See section 1.1)

### **Unpublished Material**

Original copies of internal reports, visitor surveys, reports and slides from overseas study trips which represent the administrative records of the Museum must be lodged with the Records Manager and will be included in the ANMM internal archives and managed accordingly. Additional copies may be placed in the Library for reference purposes with any necessary restrictions on access being made clear at the time of acquisition.

### **PRESERVATION OF THE LIBRARY COLLECTION**

Whilst the Library collection is a working collection a large percentage of library holdings (around 85% of material) is earmarked to be retained indefinitely by the Library. The overall condition of the Library collection is fair as many items are sourced from donations which have been stored in less than ideal conditions. For a research collection the Library also receives considerable use which also leads to further deterioration.

The Library has identified priorities for items requiring conservation in this area and undertakes a modest preservation program within budget limitations. Technical advice is sought from the Museum's Conservation Section before any new procedure or initiative is undertaken or new product used on the collection. The Museum's Conservation section also provides trained volunteers to construct boxes for rare books and other items needing attention in the Library collection.

### **BINDING**

The Library will bind only journals earmarked for permanent retention and the bindery must use materials and processes that conform to guidelines issued by the Museum's Conservation Section.

### **COOPERATIVE RELATIONSHIPS WITH OTHER LIBRARIES**

In addition to its membership of Kinetica mentioned elsewhere in this document the Library also maintains informal cooperative agreements with other museum libraries. These take several forms. The Library subscribes to the LOAM (Libraries of Australian Museums) e-discussion list and providing gratis inter library loans to other Australian Museum Libraries. The holdings of other nearby Museum Libraries particularly the Powerhouse are also taken into account when purchasing materials for the Library Collection.

The Library is also a member of FLIN (Federal Libraries Information Network) and takes advantage of FLIN negotiated consortia contracts with suppliers wherever possible.

## **SECTION 4**

### **LOAN AND ACCESS CONDITIONS**

#### **ACCESS TO THE LIBRARY**

As the Museum Library's main role is a research Library for the Museum both staff and Council members of the Australian National Maritime Museum have unrestricted access to the Library and borrowing privileges.

The Director of the Australian Heritage Fleet and paid employees of AH Fleet also have access to loans from the Library. Loan conditions vary to that of museum staff by being for a shorter loan period (the same as for Inter Library Loan Borrowers) and are subject to the item not being required by a Museum staff member.

As part of a Commonwealth collecting institution the Library makes its collection accessible to all Australians. Library holdings are accessible on-line through Kinetica and the Museum website. Material from the Museum Library can be borrowed or copies obtained through other libraries utilising the established Inter Library Loan network.

In accordance with accepted practice amongst other research libraries the Library is unable to lend to individual members of the public, Museum Members and volunteers including Australian Heritage Fleet volunteers. However they may borrow from the Museum Library through inter-library loan via their local or organisational library as mentioned below with no charge levied from the Museum to the borrowing Library.

The Library is open for research to the following groups as outlined below :

*Museum volunteers*  
*Museum members*  
*Individual researchers*  
*Non profit groups*  
*Commercial organisations*

Individual researchers are defined as those conducting research who have exhausted the resources available to them elsewhere e.g. the local, state, university or National Library. This does not as a rule include school students or undergraduate students for whom the provision of research materials is more properly the province of their school, local public, university or college library. Postgraduate students have access to the Library as with other researchers when their needs cannot be met elsewhere.

#### **Hours of opening**

The Library is open from 10.00 am to 4.00 pm Monday to Saturday and excluding public holidays unless otherwise notified.

Any person contemplating using the Library should make a prior approach to the Librarian in charge and arrange a suitable day and time. Automatic access should not

be assumed and in certain circumstances may be denied. Whilst the Library takes every care to try and accommodate the demands of external researchers who have not made prior arrangement particularly those from interstate, overseas or country areas this may not always be possible.

Access by appointment is essential to ensure that visitors can be accommodated within our limited facilities and to ensure that help will be available to them.

### **Inter-Library Loan Service**

The Museum Library provides an Inter-Library loan service to other Australian and overseas libraries with the usual restrictions on individual issues of journals, reference books, rare and valuable items and items in heavy demand.

The Loan period is for one month. Renewals will be made subject to staff demand for the item.

Libraries can request inter-library loans via all available methods including Kinetica, fax, email and Inter Library Loan form.

Members of the Museum and volunteers borrowing on Inter-Library loan will be exempted from all charges for these services.

### **LOAN CONDITIONS**

Monographs are available for loan. The loan period will be for 1 month with 1 renewal. Presently staff can negotiate long term loans for frequently used items with the Librarian.

Serials are not available for loan. (Current titles will be on display in the Library and a Monthly Current Contents Service is distributed to staff)

Reference books are generally not available for loan however arrangements can be made with the Librarian for short term loans in exceptional circumstances.

Rare, valuable and limited editions, microfilms and manuscripts are not available for loan. Pamphlets, plans and ephemeral material are not available for loan.

The Library does not loan to individuals outside the Museum. Loans can be arranged through libraries participating in the Inter-Library Loan network with the usual provisos.

### **Loans of Library Material for Exhibition**

Should a curator wish to display a Library book then this will be recorded as being on loan to the exhibition for the period deemed suitable by Conservation. The book will then be given a temporary number by Registration so that it can be controlled in the usual manner whilst being involved in the display process.

**ACCESS TO ELECTRONIC RESOURCES**

Museum staff may access a range of electronic resources and database services that the library subscribes to within the conditions of the product site licence via the Library's intranet pages. The Library does not provide remote access to these resources either for staff from outside the Museum network or for its public users in person or remote public users. (This is necessitated by the user licence conditions of many of the products featured there).

## **SECTION 5**

### **SCHEDULE OF CHARGES FOR LIBRARY SERVICES**

#### **INTER-LIBRARY LOANS**

Standard ACLIS fees are charged to other libraries for the provision of materials on Inter-Library Loan. No charges for libraries borrowing material for Museum Members or Volunteers.

#### **PHOTOCOPYING AND MICROGRAPHIC PRINTOUTS**

Charges for photocopying are 20 cents per page for A4 copy  
30 cents per page for A3 copy.  
Colour photocopies are \$3.00 for A4 and \$5.00 for A3

Charges for plain paper prints from microfilm and microfiche readers are 20 cents per page.

\* These prices are inclusive of GST.

#### **CHARGES FOR RESEARCH**

##### **Individual Research**

No charge is levied on individual users wishing to conduct their own research in the Library.

##### **Requests for Information from Other Libraries, Government Organisations and Museums**

No charge is levied for the provision of information from the Library collection to other government organisations, libraries and museums. If public libraries request research on behalf of clients this will be charged at the rate for the Research Enquiry Service.

##### **Requests for information from Individuals – Research Enquiry Service**

Individuals requesting information from the Library will be provided with up to one hours free research time include photocopies. Research will be undertaken by the Library staff under the title of the Library Research Enquiry Service.

Any additional hours will be charged at the rate of \$30.00 per hour.

For requests involving a fee requesters will be informed of the service offered, the charges involved and also be directed to lists of independent researchers so they have a choice of who will undertake the research for them. Payment is required before any research will be undertaken.

From 1 July 2000 this service is inclusive of GST.

Professional guidance and advice to requestors as to the availability of sources, referrals to other organisations and other general information requests will be provided free by Library staff.

### **Corporate Enquiries**

Enquiries from commercial organisations are charged at \$90.00 per hour plus additional costs including photocopying, database searches etc. to ensure full cost recovery. The response time for Corporate Enquiries is three working days. Enquiries which find nothing are still billed at the advertised rate and clients are advised of what resources have been consulted and of other avenues to pursue.

### **PHOTOGRAPHIC PRINTS FROM MUSEUM'S COLLECTION**

Prints of photographs from the National Maritime Collection are arranged through the Museum's Publications Manager.

### **PLANS OF MUSEUM VESSELS**

A service supplying a range of plans of Museum vessels is provided through the Records Management Section of the Museum.

## SECTION 6

### GLOSSARY OF TERMS

---

<sup>i</sup> National Bibliographic Database - Called Kinetica it's an Australian national shared database of library holdings administered by the National Library of Australia. Individual member Libraries contribute holdings data and original cataloging to this. In essence it's an online nationwide catalogue of the major Australian Research Libraries.

<sup>ii</sup> Kinetica - The Australian National Bibliographic resource sharing and cataloguing database maintained by the National Library previously ABN.

<sup>iii</sup> Intranet – A group of web sites, web site belonging to an organisation and accessible only to members of that organisation for the purposes of distributing corporate information.

<sup>iv</sup> Australian National Maritime Museum Collection (ANMC) - The Museum's collection as defined by the Australian National Maritime Museum Collection Development Policy (2003).

<sup>v</sup> Portal is a term, generally synonymous with gateway, for a World Wide Web site that is or proposes to be a major starting site for users when they get connected to the Web or that users tend to visit as an anchor site. There are general portals and specialized or niche portals.

<sup>vi</sup> Cultural Gifts Program - The Cultural Gifts Program encourages gifts of significant cultural items to public art galleries, museums and libraries by offering donors a tax deduction for the market value of their gifts, under Subdivision 30-A of the Income Tax Assessment Act 1997 (the Act). The Department of Communications, Information Technology and the Arts administers the program with the advice of the Committee on Taxation Incentives for the Arts.

<sup>vii</sup> Distributed National Collection - Originally only applied to resource sharing and collections development amongst Australian Libraries this concept has now been expanded to include all Australian cultural institutions and is now a Commonwealth government program coordinated by DCITA who define it as follows : "Australia's heritage collections are held and stored by a vast range of organisations such as galleries, libraries, archives, and museums, as well as private collections. The sum of all of these widely distributed collections is known as the Distributed National Collection." It is sometimes also referred to as the shared national collection.

<sup>viii</sup> AGLS Metadata Standard - The Australian government Locator Service (AGLS) metadata standard is a set of 19 descriptive elements which government departments and agencies can use to improve the visibility and accessibility of their services and information over the Internet. Based on the Dublin core It has been mandated for use by Commonwealth Government agencies

<sup>ix</sup> Metadata -Metadata can be defined as structured data about data.

---

<sup>x</sup> Register of Australian Archives and Manuscripts (RAAM) - The Register of Australian Archives and Manuscripts (RAAM) is an online guide to collections of personal papers and non-governmental organisational records held by Australian libraries and archives.