

ARHSNSW.

RAILWAY RESOURCE CENTRE.

COLLECTION MANAGEMENT POLICY.

JANUARY 2001.

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This Policy was adopted by the Resource Centre Management Group
at its meeting of 31.1.2001.

It is considered a 'living' policy available for review
and inclusion in a wider management policy as necessary.

1. Mission Statement.

The ARHSNSW has established the **Railway Resource Centre** for the benefit of its Members and all other people interested in the history, the present, and the future of New South Wales and other Australian Railways

The central feature of the Centre is the **Collection of Material** available for reference by all interested.

The **Collection is Material** related to the Government and private railways of NSW, similar material for railways of other Australian States and New Zealand and specified material of other world railways, particularly those in Britain.

The objects of the **Collection** are:

1. -to allow historical research into most aspects of the nominated railways.
2. -to have historic and contemporary technical railway information available for use by railway engineers, consultants and railway operators as well as the Society members.

2. Definitions

Some words used in this Policy have the following meaning:

'Archive', with the passing of the State Records Act of NSW, 1998, has taken on a specific meaning. **'Archive'** is now restricted to the most important of State Records and similar material not classified as a State Record.

'State Record' in this policy is used to cover all material originating from Government instrumentalities including the Government Railways. In this Policy it also covers Corporations and any organisation that has assumed responsibility for any function carried out by a government railway prior to 'privatisation in the 1990's.

'Material' in this policy is all embracing and includes all types of written and printed matter.

'Material' includes books, pamphlets, letters, personal notes, files, circulars, newspapers; drawings, plans; photographs

'Material' may be hand written, typed, printed, computer generated, drawn in any media, stored on tapes, discs, videos or any other means of disseminating the word.

'Railways' throughout this policy is a term extended from the generally accepted usage to include 'tramways' in both its old and modern meanings and 'light rail lines'. **'Railways'** also includes 'railroads', as the usually accepted American alternative, together with 'rail roads', 'plate ways', 'trams' waggon and wagon ways and all the other historic terms used to describe wheeled transport during the development of the railway industry from the earliest form of human pushed guideway.

'Railways' in this policy also includes all the modern forms of guide ways being developed as replacements of railways.

'Other Australian States and New Zealand' includes Australian Dependencies, New Guinea, and the islands of the South Pacific.

'Overseas Railways' covers all other railways throughout the world.

3. The Collection.

The Railway Resource Centre '**Collection**' includes all material, related to *any* aspect of any railways including history, operation, maintenance, social impact on the community, engineering or technical, biographical or the future of the industry.

The 'Collection' will include material [but not restricted to] of the following types:-

- Copies of relevant State Records. In many cases where multiple original copies of an item recognised as a State Record exists, where possible, such a copy will be held in the collection.
- Privately and publicly published books. [On any topic provided there is relevant railway material contained in the publication.]
- Periodical and occasional magazines.
- Publicly available material [i.e. that material usually available by purchase or deliberate free public distribution from any source containing material relevant to railways,] such as public timetables, promotional booklets, leaflets, etc.
- Selected passenger tickets, wagon tickets, parcel stamps and similar items.
- Books of Rules, Appendices to the Book of Rules, Working Timetables, Weekly Notices, Special Train Notices, Circulars, Safeworking procedures etc.
- Railway originated technical reports, environmental studies, conservation reports, management procedures, employee instructions, training courses, safety matters etc.
- Reports on railway matters originating from any organisation, particularly government agencies or the government itself.
- Newspapers and newspaper clippings.
- Drawings, either originals or copies of railway used items, locomotives, rolling stock, signalling equipment, buildings, bridges and all civil engineering, track related items, etc.
- Signalling and interlocking diagrams, Working Plans and Long Sections.
- Photographs and slides of railways and railway related interest.
- Videos, Films. of railway topics both commercial and privately produced.
- Privately circulated theses, books manuscripts, personal notes, etc
- Trade catalogues and manuals etc.
- Electronically stored copy of any or all of the above.

And other material as the Trust may from time to time decide.

4. Scope of Collection.

The scope of the **Collection** reflects the aims of the Society and is primarily based on New South Wales material.

- 4.1. Material for any railway in NSW is collected *exhaustively* and includes:
 - 4.1.1 Copies of State Records, past and current and their equivalent for privately owned railways not subject to the State Records Act.
 - 4.1.2. All books and periodical magazines *wherever* published relating to any aspect of these railways will be collected.
- 4.2. Material of any railway elsewhere in Australia is collected selectively and includes:
 - 4.2.1.. General history publications, rolling stock, locomotive data, and similar material known to be of interest to NSW members and modellers.. Material

received that is not required for our collection will be forwarded to the Division in the State concerned for their collection.

- 4.3. Material about overseas railways using Australian made designed or built equipment, is collected to provide adequate historical and technical information of the Australian contribution to the railway industry. Similarly, material about railway equipment on overseas railways subsequently used, or was the basis of equipment made, for Australian railways is collected to provide adequate historical and technical information of the contribution to the Australian railway industry especially in NSW.
- 4.4. Other material about overseas railways is collected as follows:-
 - 4.4.1 Material published in Australia or New Zealand about overseas railways is collected *exhaustively*.
 - 4.4.2. Other overseas railway material is collected *very selectively* and generally only those of the United Kingdom and the United States of America. The material is restricted to that which provides some aspect of the history of the development of railways or any component of the equipment or management of railways. It is generally not intended to collect 'picture books', 'line histories' or other popular 'general railway histories'.
 - 4.4.3. This 'selectivity' restriction does not apply to recognised technical or management material. However, material that is recognised as being inferior or superseded need not be retained unless the material is useful to record the development of some aspect of the railway.
- 4.5. Material related to Model Railways forms part of the collection similarly to 'full sized railways', particularly where the material contains references to the 'full sized railways'.
The range of the material collected is determined by consultation with leading modeller's associations.
- 4.6. Railway material suitable for young people and children is similarly collected. Novels, and other works of fiction may also be collected as recommended by the Resource Centre Trust.
- 4.7. Railway memorabilia will also be collected at the discretion of the Trust.

5. Maintenance of Collection.

Integrity of the Collection is maintained by locating it in a separated, locked environment. Access is restricted to members of the Resource Centre Management Team.

The Centre is opened for general use only between publicised hours. Users are permitted to use the Reading Room and obtain the requested material from the rostered Management Team Member at the Service Counter.

Users of the Centre are required to complete the necessary identification routine before use of the Collection material is granted.

Two copies of each item in the **Collection** are retained. One copy is held in the Resource Centre for access by users and the second copy is held at the alternative site as a back-up in case of fire, accidental destruction, etc.

A third copy for use in the Resource Centre is held for items of recognised value, historic significance or where considerable use is made of the material for copying. This copy is used

for copying and general use. It could be damaged etc. In this case the 'first' copy will be held in reserve.

In exception to the above, one copy of photographs will be collected. Book collections of copies of 'popular' photographs are provided to reduce the need to view the **Collection** photo. Transparencies or slides will be stored in appropriate material.

No material received is removed from the Collection without the authority of the Resource Centre Trust.

Resource Centre Storage Facilities.

The Collection is stored on open shelving. Storage boxes and other facilities to the standards acceptable for State Records are provided.

Resource Centre Environment Standards.

The Resource Centre air conditioning is maintained to the accepted Standards for document preservation.

6. Source of Collection.

The **Collection** is assembled in various ways as follows:-

1. The Resource Centre, through the Society's Sales Centre obtains new published material such as books, videos and current commercial magazines at cost. The Resource Centre Trust may also purchase second hand material available commercially not currently in the Collection.
2. Magazines from Affiliated Societies, members of the Association of Railway Preservation Groups, and similar Railway oriented groups are usually supplied by these groups to the Society for storing in the Collection. It would be expected these magazines are supplied free to the Society.

The same practice applies to many historical groups. Material may be exchanged, copied or purchased.

3. The Society gratefully accepts bequests and donations of material.

The Society will undertake to observe reasonable conditions attached to such a gift. If the material is already held, the Centre Management will first compare the quality of the material offered with the material held. If not required, Management will then attempt to pass the excess material on to a suitable, similar non-profit organisation. If this is not possible the material is sold by the Society, with preference to members, and the proceeds used to purchase additional material for the Collection.

7. Copyright Provisions

The Society abides by the current Copyright Laws and follows the practices of the State Library of NSW and State Records Office of NSW.

All material is considered Copyright to the Society if Copyright is not otherwise stated on the material. The Copyright of all State Record material is held by the original producer of the material or if that producer no longer exists, the Copyright is held by the State Records Office.

Any specific conditions placed on material by a donor or supplier is noted with the item and use by any person will be restricted to these conditions.

Where the photographer of any photograph now in the **Collection** is known, the intent of the photographer regarding copyright of the photograph is checked.

8. Cataloguing

All material is recorded and identified as being in the Collection.

A catalogue is available to permit identification and location in the Collection.

9. Financing the Collection.

The Railway Resource Centre is operated with a set of accounts and a budget managed by the Resource centre Trust reporting to the Society's Management Council.

The financing of the acquisition and maintenance of the Collection is assisted from general revenue of the Society from Membership Fees, profits of the activities of the Sales Centre and the Society's 'Iron Horse Press'.

The Centre is expected to charge commercially oriented service fees for counter access by non-members, and the supply of information to them. Where written replies are supplied, appropriate 'time taken' charges are made.

Society Members are granted free counter access but are charged for printing and pay for research costs if undertaken by staff.

The scale of charges are publicised in the Centre, on Information Sheets and in Society publications.