

Wider local studies

12 June 2024

10 minute talks





Central
Coast
Council

Aboriginal street and placenames

The Gosford experience

Presentation for the Wider Local Studies Librarians' Seminar

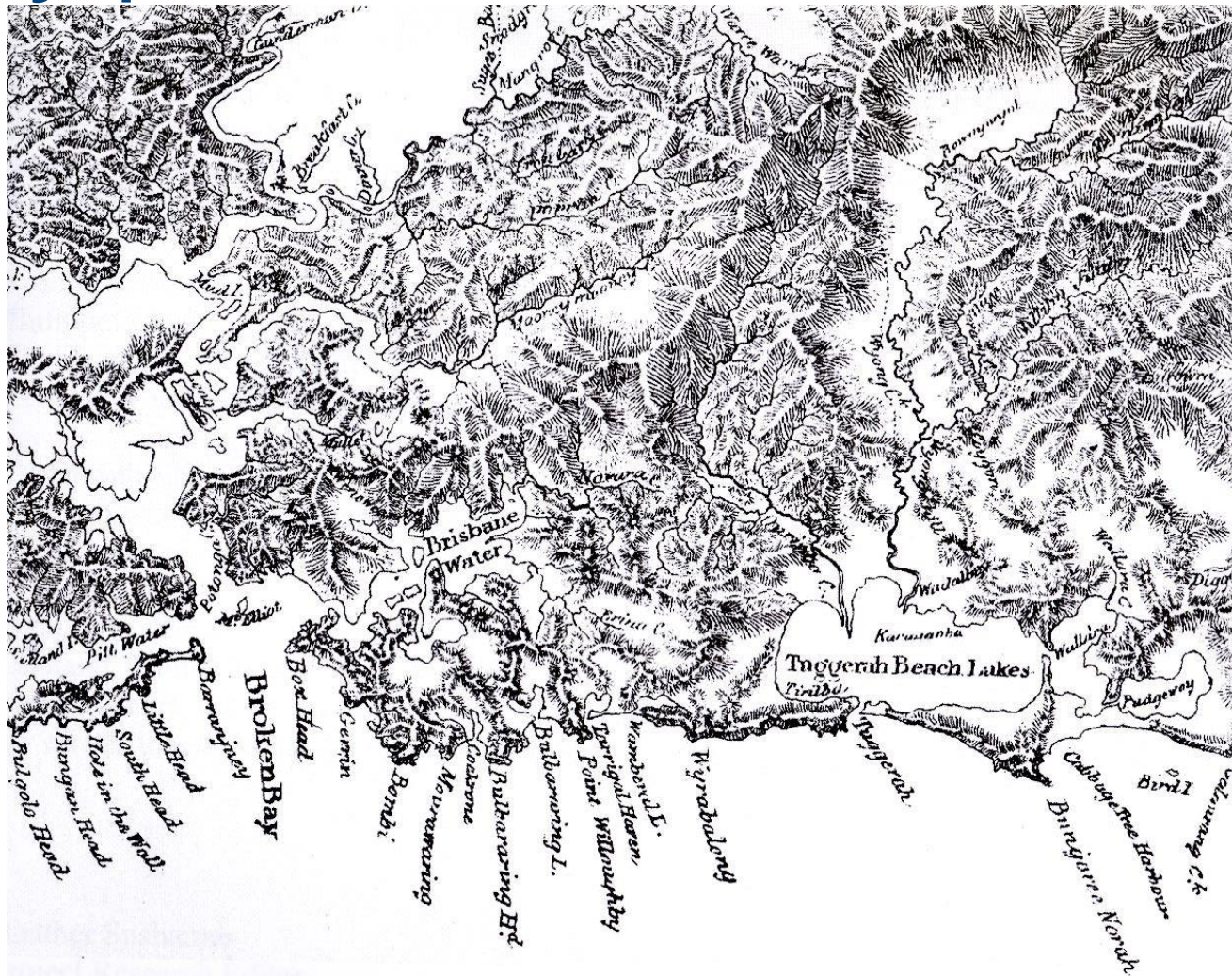
Wednesday, 12 June 2024

Geoffrey Potter, Local History Librarian

Acknowledgement of country

I begin by acknowledging the Traditional Custodians of the lands on which we meet and pay my respects to their Elders past and present. I extend that respect to Aboriginal and Torres Strait Islander peoples joining today.

Early placenames



Isolation leads to name repetition

ADJOINING JENKINS' AT DAVISTOWN

YOW-YOW

WOY WOY

For Auction Sale on the Ground 2 O'Clock
EASTER MONDAY 20TH APRIL 1908
HENRY F. HALLORAN & CO
Auctioneers at 82 Pitt St. Sydney. Open Mondays till 9 p.m.

TERMS £1 per lot deposit and 5% monthly interest 5% per cent per annum on quarterly balances only. For special life insurance provision apply to this Estate.

"TORRENS TITLE"

The Kinross Ferry the best & most regular in Brisbane. Makes runs to the new Wharf on the Estate. *Social Tickets including Train, Ferry & all refreshments 2/6 each, obtainable from Auctioneers only.*



CCLS

BOOKER BAY ESTATE

WOY WOY

Torrens Title

TERMS 10 PERCENT DEPOSIT Balance in 10 equal half yearly instalments with interest at 5%

FOR AUCTION SALE ON THE GROUND
SATURDAY 2ND NOVEMBER
 AT 3-30 P.M.
JOHN CAMERON Auctioneer.
 157 Sussex St. SYDNEY.

Vendors: Trustees of the Estate of the late ROY DAVIES Stockwell

Widdowson & Son Auctioneers & Valuers 75 Pitt Street Sydney

HAWKESBURY RIVER

PATONGA ESTATE

OPPOSITE
BROKEN BAY HEADS & LION ISLAND
 Auction Sale on the Ground
MONDAY 7TH OCTOBER 1918
 AT 2 p.m.
H.W. HORNING & CO. LTD.
Auctioneers 16 Moore St. Sydney
 In conjunction with **W. H. HOWARD & EDWIN S. SAUTELLE** of Broken Bay

TORRENS TITLE

TERMS £2 per lot deposit and the balance in 10 equal monthly instalments interest 5%

Wharves in the Estate: **JOHN McLAUGHLIN & SON** Broken Bay (Wharves) Auction & Spinning

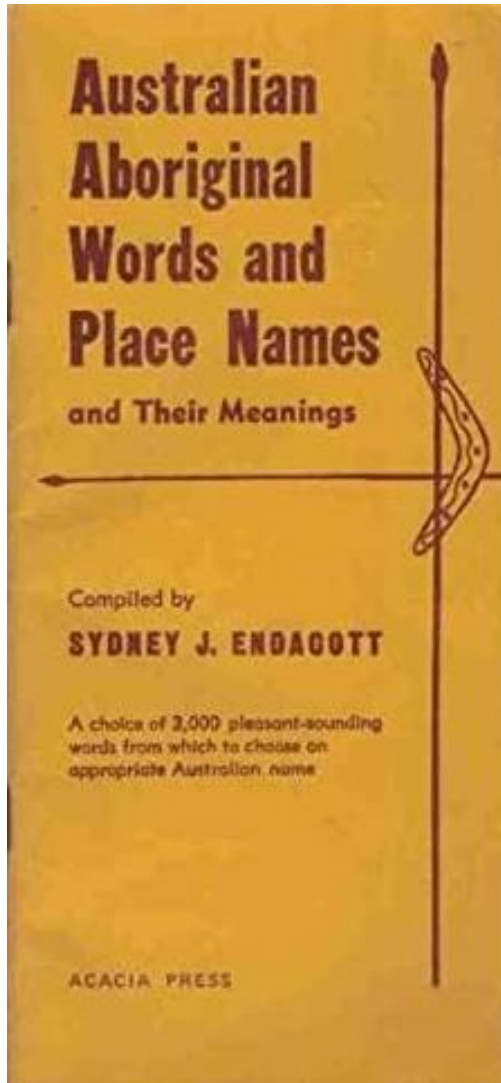
Wharves in the Estate: **R. REID** 157 Sussex St. Sydney

SLNSW

What to do?

LOCAL GOVERNMENT ACT—SHIRE OF GOSFORD					
NAMING OF ROADS					
<p>NOTICE is hereby given that the Gosford Shire Council in pursuance of section 249 (a) of the Local Government Act, 1919, has named or altered the names of the roads being public roads of variable widths as shown hereunder:</p> <p>Abbreviations used in this notice are shown in brackets as follows:</p> <p>Terrace (Terr.), Road (Rd), Street (St), Avenue (Ave), Crescent (Cres.), Boulevard (Boul.), Drive (Dr.), Close (Cl.), Parade (Pde), Esplanade (Esp.), Highway (Hwy), Main Road (M.R.), Deposited Plan (D.P.), Adjacent (Adj.), Commencing (Comm.), North (N.), North East (N.E.), East (E.), South East (S.E.), South (S.), South West (S.W.), West (W.), North West (N.W.), Part (Pt), Corner (Cor.), Section (Sect.), Reserve (Res.), Creek (Ck), Parish (Ph), Running (Run.), Ending (End.), Mount (Mnt), State Highway (S.H.).</p>					
Road names that have been altered					
Previous name	New name	Previous name	New name	Previous name	New name
<i>At Avoca—</i>		<i>At Koolewong—</i>		<i>At Point Clare—</i>	
Como Pde ..	Matong Pde	Waterview St ..	Nimala Ave	<i>continued—</i>	
Short St ..	Karani Ave	<i>At Lisarow—</i>		Government Rd ..	Alukea Ave
The Promenade	The Round Dr.	Bannerman Rd ..	Newling St	Hill St ..	Nioka Ave
<i>At Bensville—</i>		Government Rd ..	Cutrock Rd	Point St ..	Noonan Point Ave
Hillview Rd ..	Undara Rd	Maitland Rd ..	Railway Cres.	Whiting St ..	Kurrawa Ave
Norman St ..	Birriwa Rd	Munmorah St ..	Chamberlain Rd	<i>At Pretty Beach—</i>	
<i>At Blackwall—</i>		Patonga St ..	Parsons Rd	Arthur Rd ..	Heath Rd
William St ..	La'ina Ave	Victory Pde ..	Chamberlain Rd	<i>At Saratoga—</i>	
<i>At Booker Bay—</i>		<i>At MacMasters</i>		Dominic St ..	Patrick Cres.
Point Rd ..	Marcela Ave	<i>Beach—</i>		Ross St ..	Ormeo St
Water St ..	Karu Ave	Beach Esp. ..	Beachview Esp.	Scott St ..	Moonah Ave
Wharf Rd ..	Guyra St	John St ..	Warri Cres.	Short St ..	Malumba Ave
<i>At Copacabana—</i>		MacMaster Rd ..	MacMaster Pde	The Crescent ..	Patrick Cres.
Lucinda Ave ..	Lucia Ave	Pacific Dr. ..	South Pacific Dr.	The Esplanade ..	View Pde.
<i>At Davistown—</i>		<i>At Merritts Wharf—</i>		Virginia St ..	Patrick Cres.
Arthur St ..	Iumba Ave	Greenacre Rd ..	Empire Bay Dr.	Wattle St ..	Mimosa Ave
George St ..	Dilgara Ave	<i>At Mooney—</i>		Wharf St ..	Jirramba Ave
Henderson Rd ..	Malinya Rd	Mooney ..		<i>At South Woy</i>	
Wharf Rd ..	Mirreen Ave	Peats Ferry Rd ..	Pacific Hwy	<i>Woy—</i>	
<i>At Empire Bay—</i>		Rivenside Cres. ..	Cheero Point Rd	Kendall Boul. ..	Kerrawah Boul.
Boronia Rd ..	Echuca Rd	<i>At Narara—</i>		<i>At Springfield—</i>	
Empire St ..	Boongala Ave	Beach St ..	Pandala Rd	Orange Grove Rd ..	Tangerine Ave
Gosford Rd ..	Empire Bay Dr.	Campbell St ..	Wananda Rd	<i>At Terrigal—</i>	
Humphrey Pde	Yaringa Pde	Excelsior St ..	Jirrang Rd	Bellevue Rd ..	Bellevue Cres.
<i>At Erlina—</i>		Penang Rd ..	Narara Valley Dr.	Campbell St ..	Campbell Cres.
Beach St ..	Karaita Rd	Railway Pde ..	Goonak Pde	Davis Place ..	Whiting Ave
Commerce St ..	The Entrance Rd	Short St ..	Nurra Rd	Lake Rd ..	Terrigal Dr.
George St ..	Dakara Ave	Stoneferry Rd ..	Narara Valley Dr.	Newport St ..	Aspen Ave

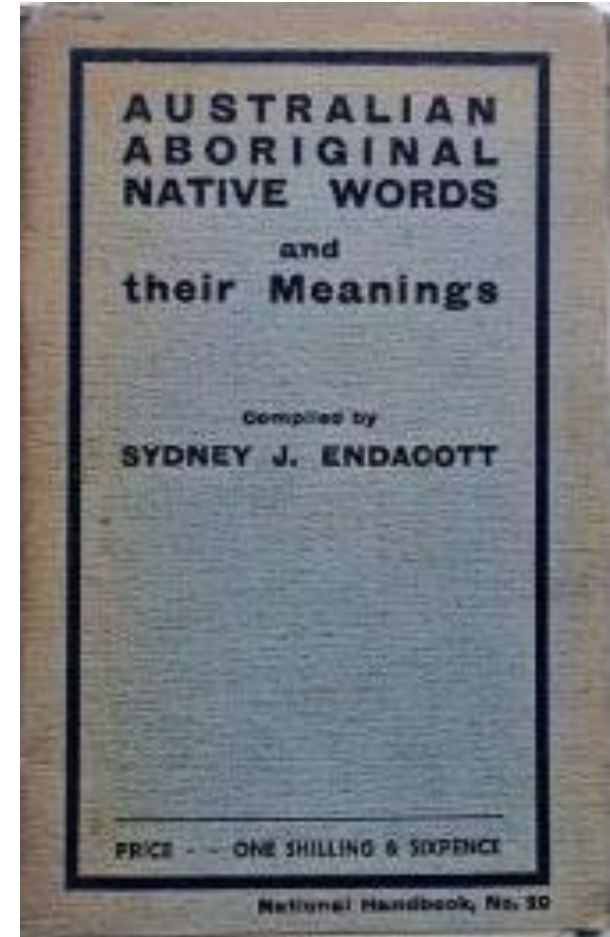
Where do the Aboriginal terms come from?



AUSTRALIAN ABORIGINAL WORDS

BINGARRA—Bark.
BINGAMI—Mopoke.
BINNACK—Snowy River mahogany.
BINNAK—*Eucalyptus botryoides*.
BINNAP—Species of eucalypt.
BINNINGA—See!
BINNUK—Basket.
BIRRANA—Throwing stick.
BIRRIE—Danger.
BIRRUNA—Dangerous.
BOELGI—Willow.
BOLLOWEEN—Two.
BOLOOL—Night.
BOMBURRA—Sleep.
BOOAH—Mahogany
BOOBYINBA—Narrow-leaved red iron-bark.
BOOBYALLA—*Myoporum Insulara*.
BOOKABOODA—Native gooseberry.
BOOKANG—Night.
BOOKOOI—Rain.
BOOL—Water.
BOOLA—Two.
BOOLABOO—Two.
BOOLAGI—Two.
BOOLARA—Two.
BOOLARI—Two.
BOOLARONG—Plenty.
BOOLAROO—Two.
BOOLEA—Cold.
BOOLEE—Whirlwind.
BOOLGANA—Kangaroo.
BOOLIMBA—Right.

10



A small book with big impact!



Google Earth

Coomba Park NSW near Tuncurry

centralcoast.nsw.gov.au



A small book with big impact!

Carinya meaning “Happy, peaceful home”

Carinya Street, Kariong; Carinya Street, Queanbeyan; Carinya Street, Griffith; Carinya Street, Indooroopilly; Carinya Street, Bacchus Marsh; Carinya Street, Blacktown; Carinya Street, Kingaroy; Carinya Street, Craigmore; Carinya Street, Charmhaven; Carinya Road, Pymble; Carinya Road, Mount Colah; Carinya Avenue, Mascot; Carinya House aged care home; Carinya Ski Ranch, Wiseman’s Ferry; Carinya House of Hair & Beauty; Carinya Transitional Living Program; Carinya Cottage Accommodation (Katoomba); Carinya Beach house (Cowes); Carinya display homes; Carinya Youth hostel... You get the idea!!!

Pros and Cons

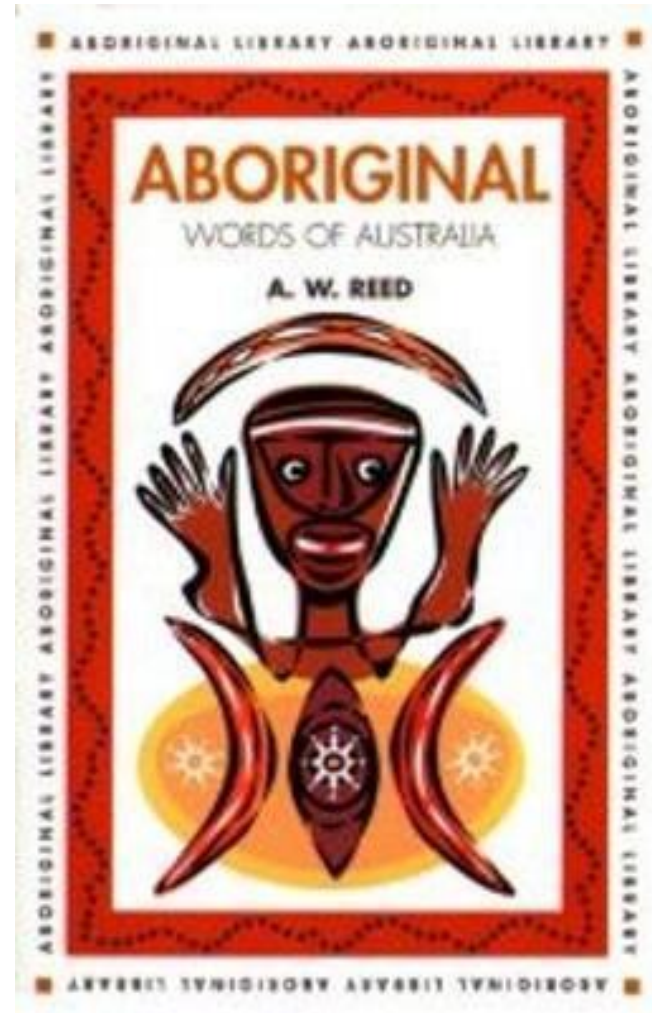
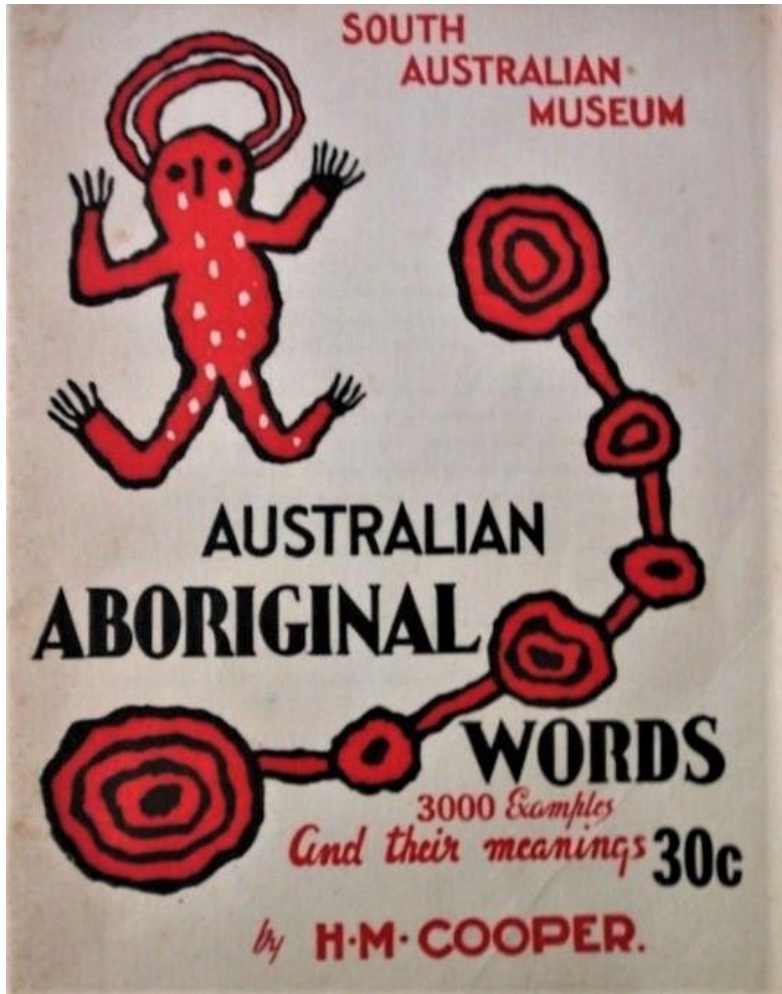


AIATSIS

centralcoast.nsw.gov.au



Similar titles



The logo for Central Coast Council is a dark blue circle containing the text "Central Coast Council" in white, stacked vertically.

Central
Coast
Council

Thank you
for your attention



Moving Memory

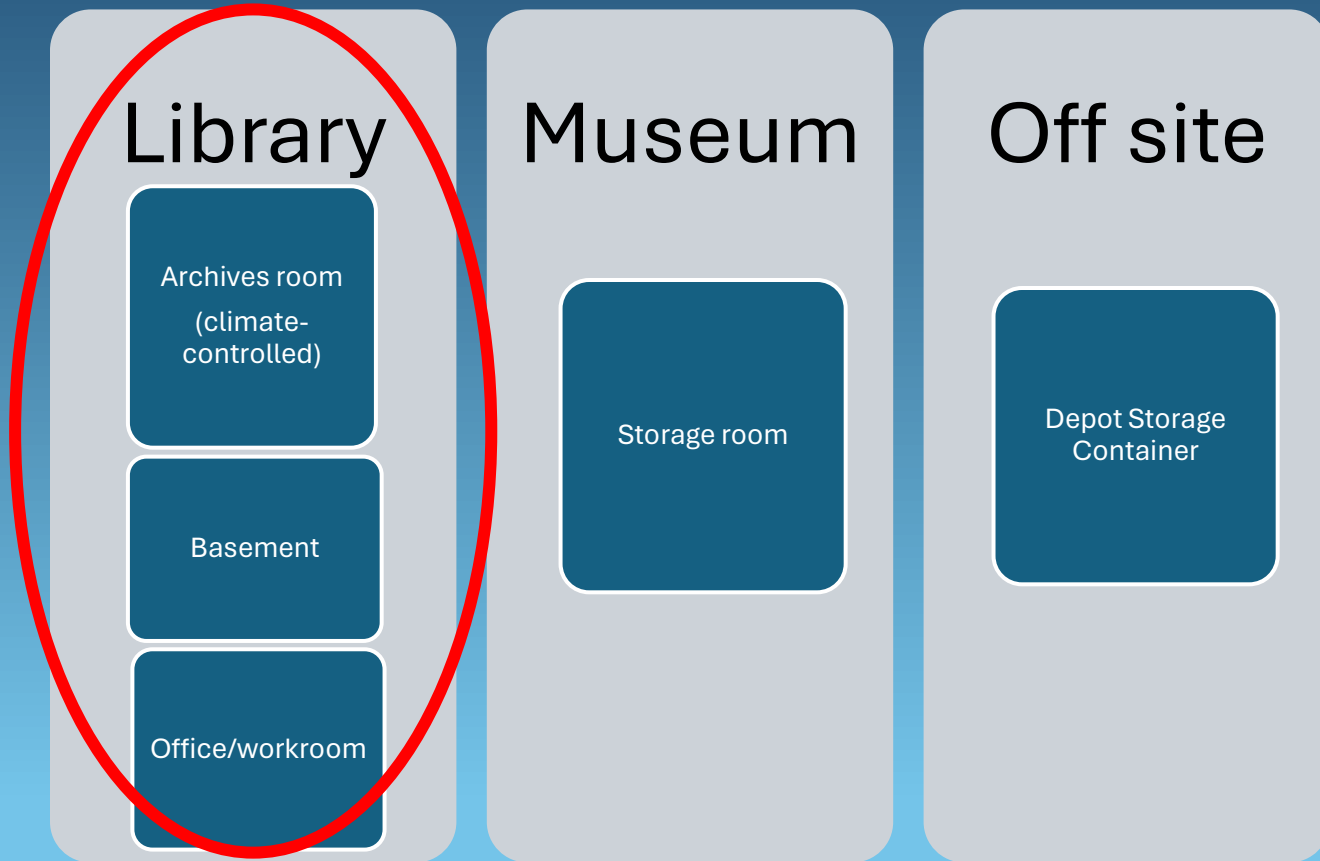
Relocating a local
studies collection

Tara Eagleton @ Liverpool City Library

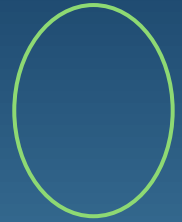
Then and Now



Then



Relocation timeline



PLANNING

- Site visits
- Storage area and shelving measurements
- Inventory lists
- Ordering supplies

2023

Mid
August

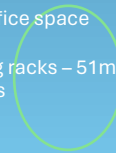


PACKING

- Vertical files – 43 T4 boxes
- Compactus – 14 large bays – 256m shelving
 - Library stack – 2000+ books
- Mezzanine - 67m shelving
- Items in office space
- Art hanging racks – 51m- 100+ works

2023

September
October



MOVING

- Nov 17 – 1st stage move
- Nov 20 – office move
- Nov 27 – last archive

2023

Mid
November



OPENING

Dec 3 – Public opening

2023

December



BASEMENT

Reappraising, photographing and packing objects to transport to offsite storage.

2024

January

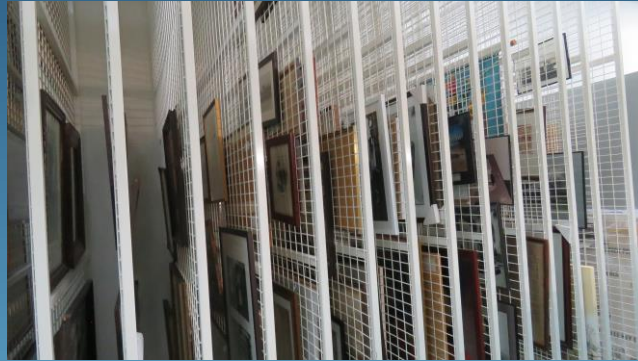


Planning Stage

- Formats – books, documents, maps, poster and prints, photos, objects, textiles, exhibition collateral, rare books, rates and minutes books, AV, microfilm, bound newspapers, processing materials, equipment, hard drives
- Consulted resources – MPLP (Messner & Greene); anything on moving archive materials; MHNSW; NAA; archivist/museum groups on social media
- Initial survey of collection
- Taking measurements – new storage area and shelving
- Current shelving and storage arrangements were not recorded in Spydus
- Plan for shelving system in new space
- Inventory lists – download csv from LMS (Spydus)
- Purchasing supplies – T4 archive boxes, assorted archival boxes and folders, wrapping tissue, foam and tissue for cushioning fragile records or board for rate books
- Ordered barcodes but ran out of time to apply this strategy
- Drop box in library office

Former archives space

Estimated 435 linear metres &
225m in basement = 660m



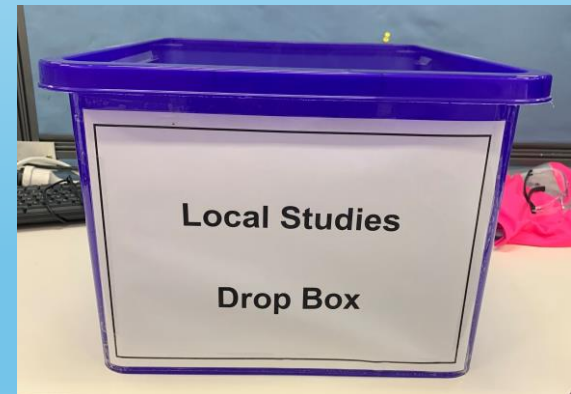
Archives room at new library

Estimated linear metres of
space = 360m



Packing & Moving

- Two casual staff – 1.5 FT hours
- Written procedures for basic preservation, rehousing, packing and using inventory lists
- Office and archival storage areas - Backlog of uncatalogued items; non-archival or inappropriate storage containers; unknown donations
- Performed basic inventory and preservation in office/workroom – packing 30 T4 boxes
- Label every box with pencil – contents and future shelf number
- Impact of other areas- discouraged acquisitions and paused any collection development activities but continued access and research inquiries if possible.
- Removalist not specialised in handling historical materials so guidance on best handling practices and monitoring of packing and unpacking necessary
- Maps, plans and large pictures were moved in the map drawers and then placed in the new map cabinets at the new location



Basement and off-site storage

- January – 3 weeks
- Reappraised items
- Mainly museum props
- Mould affected discarded
- Recorded with photographs
- Wrapped, packed and moved by library staff
- Off-site storage – Arts centre
 - Open spaced cage – no climate control but there is good airflow – data logger in place to monitor temperature and humidity fluctuation
 - Items in this area are mostly objects belonging to Museum Props. An inventory has not been completed. Access is 10 minutes' drive from work location – limited time to visit but schedule for once a month to download data from loggers. These items rarely requested to view.



Challenges

Deadline to move was brought forward	Not enough time for detailed planning	Lack of access to new location
Reliant on design plans and furniture diagrams to allocate collection space	Reduction in space required us to find off-site storage	Tracking collection items – time scarcity
Weight limits and shelving depth in compactus inadequate	Removalists inexperienced in handling historical items and restricted with time	Issues stabilising the climate control unit and air conditioning
	Continued entry by trades after move - dirt, damage, bugs	

Recommendations

- If you can, participate in the planning of the space
- Measure – consider the depth and weight of your items
- Obtain a plan of the space and furniture dimensions
- Extra staff and training
- Pre pack especially fragile items
- Start inventories or collection survey ASAP
- Plan B – off-site storage
- Drop box for local studies found by staff
- Start yesterday!!

Six months on...

Broader and deeper knowledge of what is in the collection

Better understanding of priorities for collection development, preservation and digitisation

Applied greater preservation across the collection

Reorganise the collection for better accessibility

Need to create more space for future acquisitions



This project is funded by the
State Library of WA



Memory PRESERVATION STATION

Convert your old
technology into digital files

Convert your old photos, videos, cassettes,
slides, floppy disks and more, into digital files

The Memory Preservation Station is available at Karratha Library
every Wednesday for FREE self-guided, two hours time slots.



BOOK YOUR FREE SESSION
Scan the QR code or visit www.tiny.cc/CofKLibraries

FOR MORE INFORMATION:

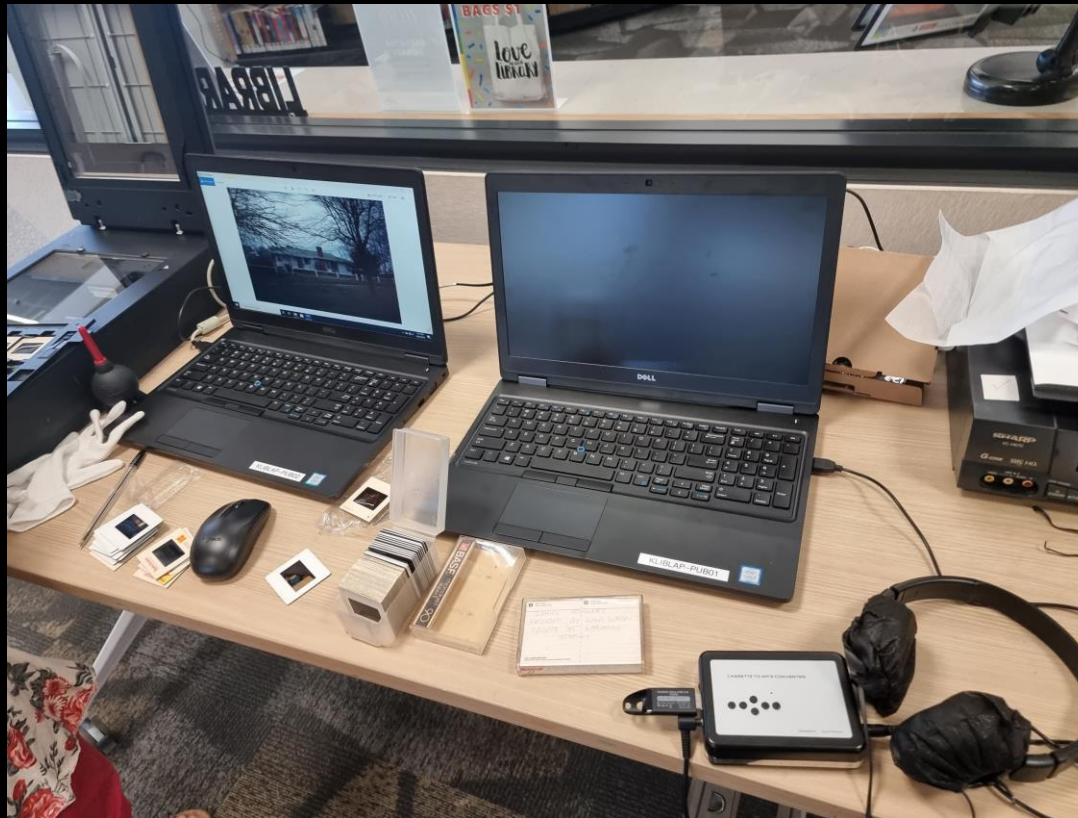
Local History: 9186 8698, local.history@karratha.wa.gov.au, libraries.karratha.wa.gov.au/services



History



State Library of WA Grant



About the Service

- What can you digitise?
- How much does it cost?
- How long does it take?
- What skills do you need?



How To Book a Session

Memory Preservation Station

Preserve your precious memories by converting them to digital files, by using the City of Karratha Libraries Memory Preservation Station.

The station is located at our Karratha, Dampier and Wickham Libraries.

To make a booking, fill in the enquiry form below, call 9186 8660 or email local.history@karratha.wa.gov.au

You can also book a two hour slot at the Karratha Library each Wednesday between 10am - 4pm. Visit www.tiny.cc/CofKLibraries for bookings

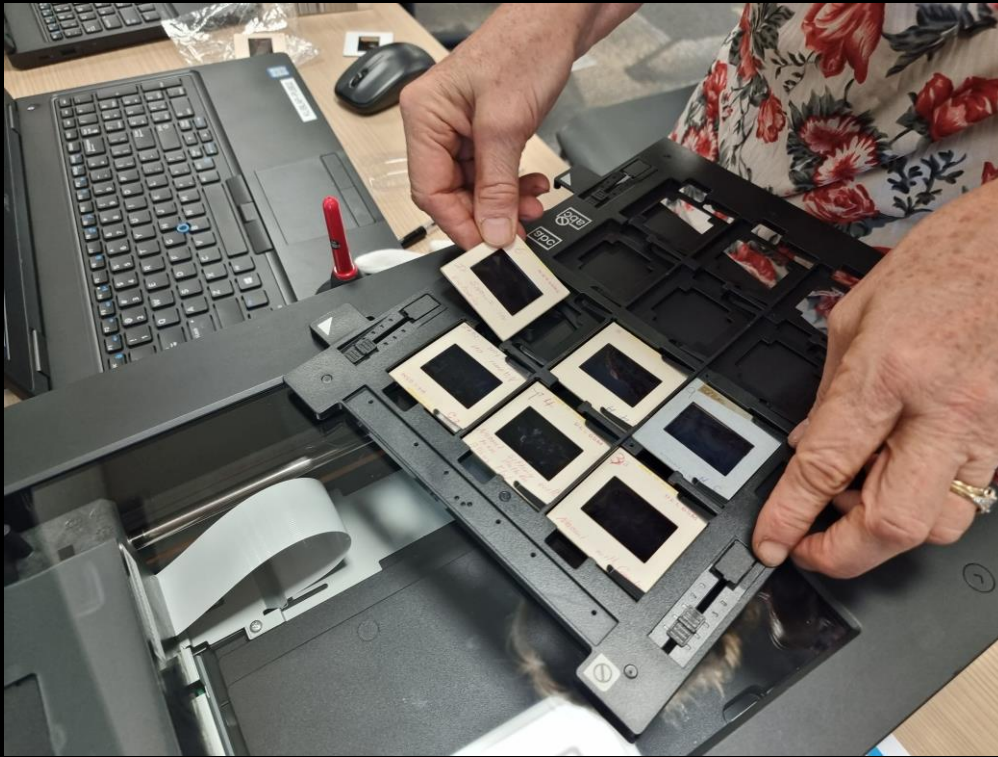
Visit <https://libraries.karratha.wa.gov.au/services/memory-preservation-station> for details.

Stats and Success

- Launched in March 2023
- 40 people at info sessions
- Over 100 station bookings
- Over 250 hours digitised
- Averaging 2-4 bookings per week
- Award winning



Local History



- Many hours of oral histories saved
- More projects in the works
- Check out our catalogue for over 500 photos

Lessons Learnt



Future of the Service



- Access at all of our libraries
- Taking it on the road
- Purchasing more equipment
- Still a long way to go

Contact Details

For more information, visit:

<https://libraries.karratha.wa.gov.au/services/memory-preservation-station>

Email: taylor.coventry@karratha.wa.gov.au

Phone: 08 9186 8660

Thank you!



Quilting the photographic fabric of a community: An archival digitisation story

Jennifer Munro

Library Officer, Southern Downs Regional Library, Stanthorpe branch

Southern Downs Regional Libraries

- Southern Downs Regional Council’s southern and eastern boundary on the NSW border
- An Independent public library with three branches: Warwick, Stanthorpe and Allora.
- Use Spydus for collection management and the online catalogue
- In 2020 purchased cameras and scanners through a grant for digitisation of heritage materials to be used by the library and community groups
- Limited by a small budget and minimal staff who have to carry out multiple tasks, although supported by State Library of Queensland (SLQ).

Feature	Warwick Library	Allora Library	Stanthorpe Library
Population (From Australian Bureau of Statistics)	22,790 (Town 15000+Catchment 7790)	1,223 (Town 1000+Catchment 223)	16,186 (Town 5000+Catchment 11,186)
Membership	9068 (39.7%)*	760 (44.6%)	4613 (41%)
Visitation	42,834	4,207	35,070

The *Stanthorpe Border Post*

- *Border Post and Stannum Miner* first published on 20 July 1872, the same year Stanthorpe officially became a town
- Covered news for the towns of Stanthorpe, Wallangarra, Texas and Inglewood, as well as all the smaller areas in between
- June 2020 last print edition was published, along with many other regional Australian newspapers owned by NewsCorp, as they went digital only

https://en.wikipedia.org/wiki/Stanthorpe_Border_Post

some content from:

The donation

- Coinciding with their last print run, the Stanthorpe Border Post closed their offices in June 2020. Their staff felt an urgency to keep material in the town of Stanthorpe because of the very close relationship between the paper and the town's identity.
- SDRL, Stanthorpe branch, accepted the donation of photographic material from the Stanthorpe Border Post in July 2020 with the following undertakings:
 1. Preservation work on the collection by placing all items in archival quality storage
 2. Digitisation of the material, which will make use of the equipment previously purchased for such tasks.
 3. Upload digitised images on Spydus Archive function, making the materials accessible on our online

catalogue.

Preservation through Archival Storage

2021-2024

- The oldest contents of the collection were desperately in need of upgrading to archival quality storage e.g. the 120mm negatives from the 1970s were in their original envelopes.
- But we didn't know what we were dealing with. The collection arrived having been thrown randomly into boxes with no order.
- Staff limitations also meant this task could only happen in a limited and haphazard way until 2023.
- Preservation work will always continue

The Stanthorpe Border Post collection

- 31 years (1977-2008) of photojournalism for Stanthorpe and its surrounding regions, including the nearby towns of Texas and Inglewood in the Goondiwindi Regional Council area.

Includes:

- 35mm and 120mm negatives and proof-sheets (1977-2002)
- CDs with digital images (2001-2008) and thumbnail images (2002-2003)
- Photos in sizes, 3X4 or less, 4X6, 5X7, 6X8, A2-A4 and A4-A3. Photos are either taken by Stanthorpe Border Post staff or submitted by customers and there is a collection of named portraits (mug shots)



The overall size of the collection

Table 1: Contents of 45 boxes

Box type	Box quantity	Envelopes	35mm Proof-sheets or negatives	120mm Proof-sheets or negatives	CDs	Photos/images
Mixed	2	201	30	8		
120mm	10	584	11	599		
35mm	26		2702	1		
CDs	5				222	943,400
Submissions	1					14
Misc.	1		10 estimate	10 estimate		300 estimate
	45	785	2753	618	222	943,714

Table 2: Contents of 54 folders

Folder type	Folder quantity	35mm Neg. sleeves	120mm Neg. sleeves	Thumbnails	Photos
Mixed	4	99	385		
120mm	10	10	617		
35mm	28	2613	1		
Photos 4X6	4				1,011
Photos 5X7 and 6X8	3				466
Photos A2-A4	2				120
Photos A4-A3	1				13
Digital images	2			4335	
	54	2722	1003	4335	1,610

Potential estimate of images on negatives sits at 130,372

Potential estimate of digital image count on CDs sits at 943,400

Some problems have emerged...

- a. The size of the collection
- b. Limitations of staff time allowed on this task
- c. Identification of people, places and events
- d. How to make the collection accessible?

Observations...

- The donated photographic material increasingly presented itself as the fabric of a community; each photo, or proof-sheet, representing a fabric square, which, when combined with all the others, can create a quilt of history of the town and surrounds.
- The fragmented nature of the proof-sheets themselves mean they cannot be ordered via genre, subject, place etc.
- But there are recurring topics and events that involve community organisations. e.g. every year the Agricultural Show



Formulating a different approach...

...by shifting the focus to community engagement with specific parts of the collection.

- Large-scale scanning and digitisation simply in order to upload the entire collection does not mean the community will engage with it
- Instead we need to make sense of the individual parts of the collection; the organisations, the places and events. Not scanning proof-sheets or photos one image at a time, but collectively as a group, thereby dipping into the collection one community group at a time.



The Catholic Church



Art Gallery and Library



Storm King Dam



The Post Office

But how can we make the collection accessible to community?

Identification Workshops!

- We can approach relevant community organisations to hold identification workshops, thereby engaging them in the collection and helping SDRL manage the collection in the long-term.
 - Agricultural Shows:- Stanthorpe, Texas, Inglewood
 - Apple and Grape Harvest Festival: - Committee
 - Community Services/Organisations:- Rotary, Lions, Toastmasters
 - Houses:- Real estate agents
 - Inglewood:- within Goondiwindi Regional Council
 - Italian farmers and families:- The Italian Australian Welfare Association
 - Schools:- Catholic and State within Stanthorpe and up to 20 small schools in the district
 - Sports:- Cricket, Rugby League, Soccer, Swimming etc.
 - Stanthorpe Shire Council
 - Texas:- within Goondiwindi Regional Council
 - Vehicles:- Ford and Holden businesses
 - Wine: Small winemakers show and individual wineries
- The word will spread within the community, so hopefully individuals may come forward to use the collection to research, identify and help unlock more of the collection well into the future

- A note on Copyright
 - Acknowledge copyright sits with Stanthorpe Border Post
 - Make no copies for anyone
 - Can display images only

Online accessibility

- The original idea, that is the most economical, was to use the Spydus Archive function, however, there are limitations:
 - Searchability is extremely limited. ID information and tags allow catalogue searching but there is no way to present any *local stories*
 - Updates have interrupted ability to view images
 - The size of the collection is going to require large cloud storage extra to what the library service has ever used.
- We are researching other options that involve a more interactive web design, e.g. *Recollect*, a platform software product.
 - It will be important to grow the site as more *local stories*, or ‘fabric squares’, develop in the Identification Workshops.

Gradually the photographic quilt will start to emerge



Stanthorpe Community Quilt: Panoramic view of Stanthorpe town

By Ros Paton, 1988

Community art project, under guidance of Ros Paton, Spinners and Weavers, Embroiderers' Group and CWA. Creation coincided with Apple and Grape Festival, planned by Arts Council and GRASP. Stanthorpe Regional Art Gallery collection. On display in the Stanthorpe Council Administration Office.

Any feedback or advice would be greatly appreciated

SUTHERLANDSHIRE



Care and management of acetate negatives in a Local History Collection



SHIRE

SUTHERLANDSHIRE

Sutherland Shire

NSW
Australia



SUTHERLANDSHIRE



Shire Pictorial



Location of office
after 1959



Shire Pictorial Project

- After the change of ownership the negatives remained the property of the creators which were a local family
- Sutherland Shire Historical Society were gifted the Collection by the family.
- The Library became the custodians for the Collection on site from 2011 due to Society storage issues
- Began digitization process officially after the preparation and signing of an MOU in 2015



- The SSHS ***Shire Pictorial*** collection, the negatives and hard copies of which are in a fragile condition, are best remaining in the custody of the SSSLSC. The condition of the hardcopies is of less concern as the Local Studies Collection editions of *Shire Pictorial* have already been microfilmed. However the unique SSHS holdings of *Shire Pictorial* negatives are already decayed and urgently in need of special storage to limit further damage. A small domestic frost-free fridge would probably be sufficient size to store the negatives. This would be a worthwhile fundraising project for the SSHS.
- Significance Assessment 2015

Searching for gems



the selection process

- Team of 4 staff worked from 2016 to 2018 through hardbound volumes of the Shire Pictorial newspaper page by page. Each person was allocated specific years
- Each volume contained one full calendar year, both eastern and western editions.
- Repeat of images across editions, particularly advertisements
- Post-it notes with a tick were attached to newspaper hardcopy for images which were chosen; a note also attached to image for negatives missing from box

Searching for gems



the selection process

- Cotton gloves used to handle negatives and staff dealt with 'vinegar syndrome' – unpleasant smell due to degradation of acetate negatives
- Negatives housed in cardboard boxes
- Relevant information recorded in Excel file e.g. date, page number, edition, brief description of image, missing negatives, etc.
- File formats used for copying TIFF, JPG and PDF
- Two contractors Pascoe Digital and a local photographer

Selection criteria

- Focus on images with historical significance: social history, annual events, celebrations, personalities, community groups, sporting highlights, founding of organisations/businesses/churches
- Some subjects had multiple photos taken from various angles, select best and include extras if significant subject
- Advertising played important role in setting backdrop to the era. Local business impacts communities with new ideas and changes how we do things



Selection criteria



- Caution taken with sensitive content: vehicle/rail accidents, images of identifiable children
- Culling: large volume of advertising images relating to everyday products, front pages often of little historical interest (cute factor), daily events of little impact
- Each staff member brought their own interests/biases into the selection process





Shire Pictorial negative boxes and the compactus where they are stored

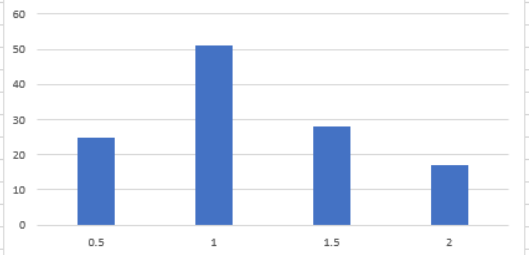


Preservation Needs Assessment



- Greatest concern was the Pictorial negative collection
- Risk of no action included unchecked accelerated deterioration and ultimate loss of the Collection
- Acetate survey to determine which components were further along the deterioration pathway
- Recommendation included : cold storage which created a requirement to investigate the option to purchase a freezer
- Undertake a packaging project for preparing negatives so they could be frozen

Chart Title





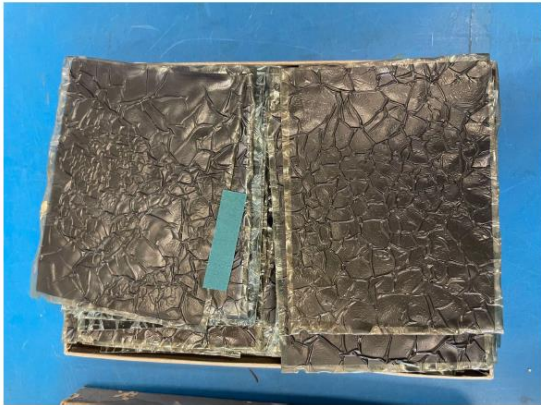
Silvering out and warping



Silvering out and warping



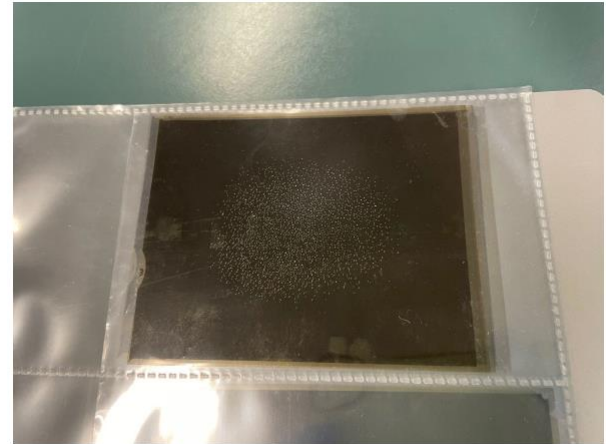
Slight warping on negative



Channelling.



Silvering, possible brittleness



Blistering and orange peel

**Commercial Upright
Freezer
650 litre**

**Purchased from AG
Equipment**

**Lockable door
Frost free
Adjustable shelves(5)
Castor wheels (4)
LED display**

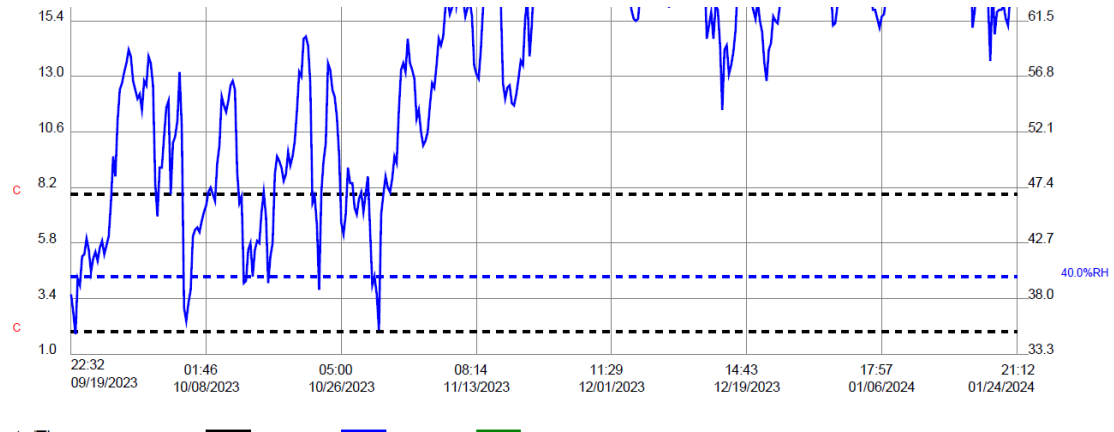
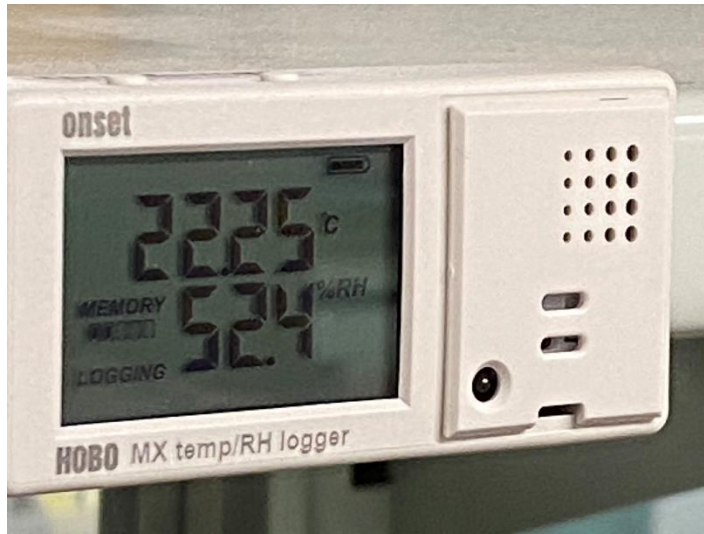
**Just under \$3,000
including GST and
freight (2023)**



Data Logging



Humidity and temperature requirements



Supplies

Moisture Barrier bags

Humidity Indicator cards

Freezer tape

Double sided tape

Tissue paper

Labels

Barcodes



Humidity Indicator Cards



Located in the
basement
garage
of the Library
building

Use of archive
boxes to store
the negatives

This is still
underway



Local History Database

Inclusion of Pictorial images

The screenshot shows the homepage of the Sutherland Shire Local History website. At the top, the header reads "SUTHERLANDSHIRE LOCAL HISTORY" and "SUTHERLAND SHIRE LIBRARIES". A navigation sidebar on the left includes links for HOME, BROWSE ALL, SEARCH, MY HISTORY, LOGIN, HOWSOURCE, and MORE. The main content area features a large historical photograph of Curranulla Street in Cronulla, circa 1920s. Below the photo is a search bar labeled "Search by keyword". A row of category buttons displays the following counts: Photographs (4,857), Maps (242), Places (89), People (42), Events (16), Oral Histories (221), and Show All (137,732). Below these are four featured image cards: "Timeline of the Sutherland Shire", "Donald Mackay", "Oriental Hotel, Cronulla" (with a description: "The hotel was built in about 1888 to serve the needs of tourists and visitors to Cronulla in the early days."), and "Sesquicentenary of New South Wales, 1938".

SUTHERLANDSHIRE



Thank You



SUTHERLANDSHIRE



COUNTER DISASTER PLAN (CDP)

Local History Library – Toowoomba Regional Libraries



OUR LOCAL HISTORY COLLECTION

Consists of:

1. Preservation collection
Climate controlled storage
On-site access only (Toowoomba)
2. Reference collection
Toowoomba public area + Oakey
Library Local History collection.
Access in-branch at any TR branch
library.
3. “Hopefully soon to be for loan”-
branch collection
Held in other branches.
For-loan.



SOURCES OF INFORMATION (1)

ALIA disaster management for libraries:

Part one – guide

Part two – template

Four Key Stages

Prevention

Preparedness

Response

Recovery

<https://read.alia.org.au/alia-disaster-management-libraries-part-one-guide>



SOURCES OF INFORMATION (2)

State Library Queensland

We used SLQ's template as a basis for ours.

Ideas for structure and content.

Includes detailed instructions

<https://plconnect.slq.qld.gov.au/manage-library-or-ikc/planning/disaster-management>

SLQ's Caring for your collections page has detailed information especially on Salvaging damaged collections.

<https://www.slq.qld.gov.au/get-involved/caring-your-collections>

Counter Disaster Planning

Template for the development of a counter disaster plan for institutions that collect documentary heritage materials

Last revised: August 2021



Photograph by Leif Ekstrom (SLQ)

SOURCES OF INFORMATION (3)

Disaster Resilience Toolkit for Libraries
(Flinders University)

- Good info for risk assessment
- Used in-house risk scoring matrix

In-house Resources

Used “recovery” process developed
by Council’s Records department.

Many more examples available online.



OUR COUNTER DISASTER PLAN

Counter Disaster Plan (CDP)

Overarching plan – ideally a Library branch procedure, and applicable to all library collections.

- Prevention and Preparedness procedure (location specific)
 - Planning and preparation
 - Risk assessment
- Response and Recovery Procedure (location specific)
 - Document “in-hand”
 - Response flowchart
 - Detailed response procedures

Toowoomba Region Libraries – Counter Disaster Plan (CDP)	Local History – Disaster Prevention and Preparedness Procedure (DPPP)	Local History – Disaster Response and Recovery Procedure (DRRP)
<p>Counter Disaster Plan (CDP) is to provide strategies for the prevention or reduction of damage to Region Libraries' collections should a disaster occur.</p> <p>Applications</p> <p>applies to all events that could or are affecting the physical collections at Toowoomba Regional Library.</p> <p>It is outside the scope of this plan:</p> <ul style="list-style-type: none"> - Protecting customers and staff (Emergency Procedures Manual) - Protecting staff, but not collections. (TR Disaster Management) - Protecting collections and equipment (Business Continuity Plan) <p>It is to be used in conjunction with the following branch specific procedures:</p> <ul style="list-style-type: none"> - Local History Preparedness Procedure (DPPP) - Local History Recovery Procedure (DRRP) <p>This plan is based on the four Counter Disaster stages namely:</p> <ul style="list-style-type: none"> - Prevention - Preparedness - Response - Recovery <p>Assessing the likelihood and consequence of various types of disasters on the collection and developing strategies to reduce the impact of them.</p> <p>(DPPP 3.1)</p> <p>Identified, described, and assessed in the Risk Register. The Risk Register includes strategies ready in place and identifies areas for improvement.</p> <p>(DPPP 3.2)</p>	<p>Local History – Disaster Prevention and Preparedness Procedure (DPPP) is to provide practical guidance for the prevention or reduction of damage to collections as identified by the Counter Disaster Plan (CDP).</p> <p>It applies to all events that could or are affecting the physical collections at the Local History Library at Toowoomba City.</p> <p>It is to be used in conjunction with the following branch specific procedures:</p> <ul style="list-style-type: none"> - Local History Emergency Procedures Manual) - Local History Business Continuity Plan) 	<p>Local History – Disaster Response and Recovery Procedure (DRRP) is to provide practical guidance for the response and recovery from damage to collections as identified by the Counter Disaster Plan (CDP).</p> <p>It applies to all events that could or are affecting the physical collections at the Local History Library at Toowoomba City.</p> <p>It is to be used in conjunction with the following branch specific procedures:</p> <ul style="list-style-type: none"> - Local History Emergency Procedures Manual) - Local History Business Continuity Plan) <p>Members</p> <p>Supplies</p>

GENERAL

- **CDP applies to physical collections only.**
 - Digital collections (part of Council Records Management procedures)
 - Facilities (part of Council/Property Services' CDP)
- **Salvage Priority List priorities**
 - Focus on unique and rare items
 - Then items most relevant to our collection
 - High value not the main concern
- **Networking opportunity**
 - Good opportunity to work with other sections of council.
 - Records Management, Property Services etc.
- **Staff training (3 tiered)**
 - All staff – general awareness
 - Counter Disaster Team – initial reaction and handover
 - Local History Team – detailed knowledge

E-mail: libinfo@tr.qld.gov.au

Phone: 07 4688 6150



Training library staff in local studies skills

(can also apply to work placement students)

Simone Sharpe, Stonnington History Centre, June 2024

Introduction



1. Overview of the collection and service
2. Who are your customers?
3. Top five questions from customers
4. Search tips
5. Access/use conditions
6. Assistance from a distance
7. If not your collection, then who/where?
8. Customer service

1. Overview



Overview of the collection and/or service:

- what makes it special, unique and/or valuable
- what makes it different from the public library

2. Your customers



Who are your customers, and how are they different from the library's customers?

- Internal – other departments
- External:
 - the general public
 - researchers
 - legal (incl. police, lawyers, private detectives)
 - media

3. Top 5 questions



What are the top five most common questions from your customers?

- What are the questions you would like all staff to be able to answer if you are not there?

4. Search tips



Search tips and tricks to assist staff in retrieving material for customers:

- finding aids
- location details:
 - may not be visible on the public catalogue
 - staff access to the catalogue may be required
- acronyms or codes for types of materials or storage locations (e.g. MP, MH, MB)

5. Access and use



Access and use conditions:

- open/closing times
- pre-booked appointments and/or pre-ordered materials
- copyright – copyright for photos is different from written works
- usage licences (e.g. Creative Commons, restricted access)
- fragile materials
- digital copies (is this done in-house, can people take copies themselves?)
- fees and charges
- technologies and formats (microfiche readers, CDRoms)

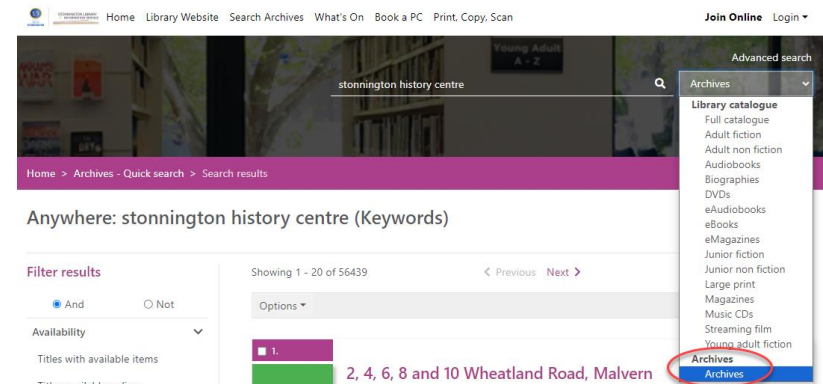
6. Assistance from a distance



Help customers navigate the catalogue over the telephone or by email

We have a couple of photographs and information on [your topic] in our collection, which you can find on our catalogue at https://stonnington.spydus.com/cgi-bin/spydus.exe/MSGTRN/WPAC/BSEARCH_ARC

Just make sure you enter your search queries below the magenta bar or in the Archives module, otherwise the search reverts to the library's catalogue:



7. Where else?



If not your collection, then who/where?

- other Council departments
- historical societies
- State/national collections

Key resources

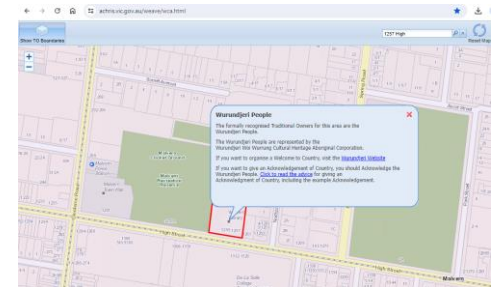


- Your website
- Databases – catalogues (special collection/library/state or national collections/Google)
- Postal directories and rate books – explain the difference
- Maps and subdivision plans
- Newspapers (Trove) – search tips, e.g. quote marks
- Genealogy records (Ancestry.com; BDM registers)
- Local history books/walk books – are any for sale?
- Aboriginal/Indigenous/Traditional Owners – correct terms/names/resources

Indigenous resources



- Council's acknowledgement
- AIATSIS map: <https://aiatsis.gov.au/explore/map-indigenous-australia>
- NITV: <https://www.sbs.com.au/nitv/article/do-you-know-what-aboriginal-land-youre-on-today/ytff85vi1>
- Aboriginal Cultural Heritage Register & Information System (Victoria only): <https://achris.vic.gov.au/weave/wca.html>



Summary



1. Overview of the collection and service
2. Who are your customers?
3. Top five questions from customers
4. Search tips
5. Access/use conditions
6. Assistance from a distance
7. If not your collection, then who/where?
8. **Customer service**



Any questions?

Simone Sharpe

Stonnington History Centre

PO Box 58, Malvern, VIC 3144

W: <https://www.stonnington.vic.gov.au/Library/Visit-us/Stonnington-History-Centre>

E: history@stonnington.vic.gov.au