

The Bob Hawke Prime Ministerial Library Collection Policy

1. Background

The Bob Hawke Prime Ministerial Library was established by the University of South Australia in December 1997 as an integral component of the Bob Hawke Prime Ministerial Centre. The Centre honours Bob Hawke, a third generation South Australian and one of the 20th century's most notable Prime Ministers (1983-1991)

The Hawke Centre and the Bob Hawke Prime Ministerial Library are located at the City West campus of the University of South Australia with the Hawke Research Institute for Sustainable Societies located at the University's Magill campus. The Hawke Centre, Institute and Library are politically non-partisan; developed for the future benefit of the general community, students, researchers and university communities worldwide and reflect the themes *strengthening our democracy, celebrating our cultural diversity and building our future*. Further details on the role of each facility may be found at www.hawkecentre.unisa.edu.au

The Bob Hawke Prime Ministerial Library is the first Australian prime ministerial library to be established during the life time of the prime minister. The Library comprises a major collection of archival records, books and memorabilia related to the Hawke era. It is available to users as a unique resource for political and social research and for reference and information purposes. The collection also includes two selected political colleagues from the Hawke era, South Australian Senator Rosemary Crowley and member for Adelaide, Chris Hurford

2. Vision Statement

The Bob Hawke Prime Ministerial Library is a research and educational centre of excellence for the study of the public contribution of Australia's longest serving Labor Party Prime Minister, Robert James Lee Hawke, and provides and manages a unique and accessible repository of archival records, personal and donated papers, published materials and memorabilia in all formats relevant to his life and time in public office

3. Purpose

The Bob Hawke Prime Ministerial Library acknowledges the significant contribution of the 28th Australian Prime Minister, Robert James Lee Hawke to our national history and international record.

The role and objectives of the Bob Hawke Prime Ministerial Library are:

- To identify, appraise, accession, arrange, describe and manage a unique and wide-ranging collection of scholarly and research materials and memorabilia regardless of physical format.
- To identify relevant records and resources held in other institutions in Australia and overseas and to provide access to them via the library's website www.hawkecentre.unisa.edu.au/library
- To provide research services and access to the library's resources to historians, researchers, students, visitors and the general community locally, nationally and internationally.

- To interpret and highlight relevant themes from the Hawke era through public exhibitions, educational displays and on-line presentations.
- To foster research and publication as a direct result of the unique materials in the collection to further raise the profile and significance of the Hawke era
- To provide an educational resource, especially to school students, on this significant era of Australian history, on the office of the prime minister and the parliamentary process

4. Collection Access

The Library undertakes to accurately identify, appraise, accession, arrange and describe material in accordance with national and international archival standards to properly establish its authenticity and provide access.

All material is available for use in the Bob Hawke Prime Ministerial Research Room under supervision. Access to the archival collection is by application. Some access restrictions apply

Access to original documents through ongoing digitisation provides fully searchable text, images of documents, photographs and sound bites

Identified fragile items, items of significant historical and/or commercial value and some artworks will only be available by prior arrangement

Photocopying is permitted with permission of the Library Manager and dependent on any embargo on items, their physical condition and copyright legislation. The Library applies the principles identified in the ALIA Statement on Free Access to Information *See Appendix 1*

5. Collection Focus

The focus of the collection relates to those aspects of the history and political times most closely associated with the life and work of Bob Hawke including his pre and post ministerial career. This includes

- personal papers and memorabilia that relate to the political career and family of Bob Hawke
- personal papers and memorabilia from South Australian Senator Rosemary Crowley and Member for Adelaide, Chris Hurford who were members of the Hawke ministry.
- theses, research papers, printed works, published and unpublished official documents, selected school projects, ephemera, photographs and audio visual materials related to Bob Hawke
- areas of allied interest as it relates to Bob Hawke and his role in public office
 - civics and citizenship in the Australian context
 - national identity and leadership
 - public and social policy
 - economic reform
 - conflict resolution and conciliation
 - youth and social justice
 - status of women
 - education and training
 - the prime ministership as an office

Materials documenting political leadership, the parliamentary process and the roles of the prime minister and governor-general in the Australian context, will be held as information for educational programs, project material and teaching resources.

Key Advisers, Ms Blanche d'Alpuget and Dr Joseph Feldman will assist the Library to further develop the collection with oral history recordings, transcripts and other physical and digital formats relevant to the collection focus

6. Collection Resources

6.1 Library

Published material will be acquired via commercial and second hand suppliers to supplement and complement the collection to meet the collection focus. This applies to out of print materials, commercially published material, reference works and journal subscriptions

The monograph collection consists of published and unpublished material relating to the life and times of Bob Hawke, other world leaders associated with the time of Bob Hawke as Prime Minister of Australia and Leader of the ACTU and selected material from the collections of Rosemary Crowley and Chris Hurford

Closed sets of periodical titles and bound volumes of Hansard relevant to the parliamentary years of Bob Hawke, Rosemary Crowley and Chris Hurford.

A reference collection will be maintained to support the collecting focus of the Library.

6.2 Archival

The archival collection contains unpublished papers and other records related to Bob Hawke during his life and time in public office and the unpublished papers and parliamentary records of Rosemary Crowley and Chris Hurford.

The major component is original documents consisting of private papers, not deemed Commonwealth or State records and though predominantly paper based the collection includes photographs, newspaper cuttings, posters, sound and video recordings.

6.3 Pictorial

The pictorial collection is largely photographic in nature but also includes original artworks in the form of paintings, cartoons and sketches providing visual information to complement other archival materials and resources

6.4 Oral History

The oral history collection is a record of information gathered in oral form as a means of collecting information about Bob Hawke from his contemporaries and colleagues who contributed to the Hawke era or had been associated with an event or experience of special interest that relates to the Library's collection focus The collection contains recorded interviews, printed transcripts and notes, published and unpublished audio recordings, media interviews and speeches.

6.5 Non Print Materials

The non-print materials include documentary audio, video, microforms and slides

6.6 Realia

Collection includes sculptures, state gifts, portraits, textiles, election campaign material and other objects in various formats and mediums

6.7 Newspaper Articles

A comprehensive coverage of Australian state and national newspaper articles relating to Bob Hawke during his life time, and the parliamentary careers of Rosemary Crowley and Chris Hurford.

6.8 Ephemera

Ephemeral holdings are important to the library collection as often the only record of an event, activity, business or associated organization.

7. Donations

The Bob Hawke Prime Ministerial Library welcomes the donation of printed resources, original documents and other materials within the scope of its collection policy especially historically significant or rare works.

Donations will be accepted only if the donor is the legal owner of the material and that the donated item/s becomes the property of the Bob Hawke Prime Ministerial Library. Donors will be required to complete and sign a *Deed of Gift* declaration and will receive a letter of acknowledgement upon receipt of the donation. Donors are assured that deposited materials will be appropriately conserved, preserved, managed and securely stored in environmentally stable conditions

Donors will be advised of the Commonwealth Governments Cultural Gifts Program, however appraisals for tax purposes will be the responsibility of the donor. A list of approved valuers is available from <http://www.dcita.gov.au>

Loan of items will only be considered if the item is unavailable in any other way and it meets the selection guidelines of the collection policy

Before being accepted for the collection material should meet the following criteria:

- The item concurs with the Bob Hawke Prime Ministerial Library collection focus
- The item is of an acceptable physical standard
- The item is of an appropriate accuracy and presentation to meet users' educational, historical and research information needs
- All formats will be considered provided that the focus is relevant and that the material maybe converted to another format

8. De-Accessioning

Careful consideration is given to any de-accession decision and will only occur when items have been reappraised and found to be no longer suitable for the collection or when

- an item is lost or stolen and a replacement copy cannot be located
- an item is damaged beyond repair and a replacement copy is available
- if another item or format might better serve the same purpose
- if there are multiple copies no longer required

Items de-accessioned maybe transferred to the University of South Australia's main library collection or otherwise disposed of. All decisions resulting in de-accessioning will be documented and the outcome recorded by the Library Manager

9. Preservation

In accordance with professional archival policies, practices and standards materials acquired will be stored in appropriate archival facilities. Preventative preservation measures including storage, security and handling techniques will be practiced in accordance with accepted preservation standards.

Appropriate environmental conditions for the preservation of the collections aim to maintain temperature and humidity controls, appropriate lighting systems and UV level controls. Prevention of insect and pest infestations, air pollutant controls and mould prevention procedures will be implemented.

10. Relationship with Other Institutions

Links will be provided to relevant and associated Australian institutions such as the National Archives of Australia, State Libraries, archival repositories, university libraries and other relevant international library and archival collections.

The Library will continue to develop and maintain strategic partnerships if relevant and appropriate to its function and purpose for example with Australian prime ministerial centres and institutes, cultural and heritage bodies, museums, galleries and libraries.

11. Policy Review

The Collection Policy will be reviewed annually in order to ensure that it continues to reflect the objectives of the Library. A nominee from the Hawke Centre, Research Institute and other nominated bodies as appropriate will be invited by the Manager of The Bob Hawke Prime Ministerial Library to advise on the Collection Policy

12. Freedom of Information Statement

Inquiries concerning the procedures for seeking information or access to documents from The Bob Hawke Prime Ministerial Library under the Freedom of Information Act (1982) may be made in writing, by telephone or in person, to the Manager of the Bob Hawke Prime Ministerial Library

The Manager, Bob Hawke Prime Ministerial Library
University of South Australia
70 North Terrace, Adelaide SA 5000

Ph 08 8302 0318, Fax 08 8302 0280
Mobile 0412 563 125
Email jenni.jeremy@unisa.edu.au

Appendix 1



Statement on free access to information

ALIA objects addressed

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

Principle

Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas.

Statement

There are several different levels at which the free flow of ideas can be impeded. At the societal level, legislative bodies of all kinds are expected to consider the legal and regulatory frameworks they put in place to support the free flow of information and ideas about the interests and concerns of citizens. At the institutional level, library and information services are expected to encourage the free flow of information and ideas within the scope of their roles and responsibilities. At the individual level, citizens are expected to make informed decisions in exercising their rights and responsibilities.

The Australian Library and Information Association believes that library and information services have particular responsibilities in supporting and sustaining the free flow of information and ideas including:

1. asserting the equal and equitable rights of citizens to information regardless of age, race, gender, religion, disability, cultural identity, language, socioeconomic status, lifestyle choice, political allegiance or social viewpoint;
2. adopting an inclusive approach in developing and implementing policies regarding access to information and ideas that are relevant to the library and information service concerned, irrespective of the controversial nature of the information or ideas;
3. ensuring that their clients have access to information from a variety of sources and agencies to meet their needs and that a citizen's information needs are met independently of location and an ability to pay;
4. catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;
5. protecting the confidential relationships that exist between the library and information service and its clients;
6. resisting attempts by individuals or groups within their communities to restrict access to information and ideas while at the same time recognising that powers of censorship are legally vested in state and federal governments;
7. observing laws and regulations governing access to information and ideas but working towards the amendment of those laws and regulations which inhibit library and information services in meeting the obligations and responsibilities outlined in this Statement.

Adopted 2001