



ARANZ - Collecting Archives SIG

Convenor: Diane Woods (Alexander Turnbull Library)

Minutes of Meeting, 25 August 2016, 1.00-3.00pm.

Held at Pipitea Room, National Library of New Zealand, Corner of Molesworth and Aitken Streets, Wellington.

PRESENT:

Chrissy Tetley, Rachel Scholes, Richard Overy, Raewyn Peters, Tiena Jordan, Sean McMahon, Stephen Innes, Rachel Esson, Virginia Callanan, Elizabeth Connelly, Maria Shiva, Cathy Duncan, Simon Moody, Katrina Tamaira, Katherine C'Ailceta, Sue Hirst, Andrew Henry, Andrew Smith, David Colquhoun, Gareth Winter, Elizabeth Charlton, Anna Blackman, Diane Woods, Shannon Wellington, Jessica Moran, Linda Evans

Item 1 - Apologies

Apologies were received from: Stuart Strachan, Kate de Courcy

Item 2 - Minutes of Previous Meeting

The minutes of the previous meeting held on 7 September 2015 at the University of Auckland Auckland, were circulated and confirmed as a true and correct record.

Confirmed: Sean McMahon

Seconded: Elizabeth Charlton

Item 3 – Matters arising

The Community Archive: Diane Woods has circulated a link to Archives New Zealand's report on the Community Archive in an email. Elizabeth Charlton noted that NRAM data had been rolled into the Community Archive platform. She was concerned that many organisations may not be aware of their Community Archive accounts.

Action: Sean McMahon to follow up with ARANZ Council about its position regarding the Community Archive.

Knowledge Bulletin: Diane Woods has sent an email about how to subscribe to this weekly bulletin compiled by the Department of Internal Affairs' corporate library.

Item 4 – Open discussions

These covered three topics:

1. Valuing digital collections

2. Coordinated collecting between institutions
3. Sharing documentation

1. The methods and strategies used for valuing collections, led by Sean McMahon.

Discussion was framed around three key issues.

- Digital valuation
- Valuation for audit
- Market valuation

Sean McMahon noted that it is challenging to value digital collections by physical volume, but they need to be valued for audit/insurance and market purposes. Shannon Wellington described the approach by Turnbull Manuscripts, using a rubric that includes:

- Content – as usual
- Collecting scope – relationship to collecting mandate
- Investment in surfacing content- resource investment; digital preservation factors; and the complexity in surfacing, storing and managing content moving forward

Anna Blackman noted that the Hocken Collections is also factoring the digital carrier into the valuation process. Occasionally they will print out material to analogue format and value it that way.

Linda Evans commented on the complexity of valuing digital oral history and sound. The cost to create the material needs to be factored into the valuation, due to the front-loading of preservation issues.

Rachel Esson commented on the complexity of valuing intangible assets. Initially, the National Library's digital collections were treated as depreciating assets. The Library explained that the NDHA was robust and the digital files stored in it did not deteriorate over time, so they could be treated the same way as tangible assets. Digitisation costs are now capitalised.

The SIG discussed the market for digital collections. Is there one? Are there any examples in the open market for valuing and purchasing digital collections? Jessica Moran mentioned a case study which discussed the UCLA's purchase of Susan Sontag's papers. The library initially suggested that the digital component be donated, as there was no way to assign a valid market value for it. When they estate refused that suggestion, they negotiated to pay an undisclosed sum for it.

Shannon Wellington noted the inherent complexity in surfacing digital content, and the need to be able to see the content in order to value it, particularly in the case of digital donations. This adds time to the appraisal process.

Anna Blackman commented on the lack of precedent in market value for digital collections. Sometimes this is assessed via quantity x category = X number of dollars. She will share the Hocken Collections's rubric for valuing digital collections with the SIG.

Rachel Esson re-iterated the usefulness in valuing collections for insurance purposes. There are also legal/ organisational requirements to do so. There was general discussion about the usefulness of insurance in disaster situations.

Susan Skudder referred to her article 'Collection valuation for council archives - a case study from Auckland City Archives' in *Archifacts*, 2008; p.11-23

Action: Diane Woods W to circulate the Hocken Collection's valuation methodology. Anna Blackman to circulate its valuation methodology for digital materials.

2. Coordinated collecting between institutions, led by Shannon Wellington.

National documentation strategy

Shannon Wellington said that in giving feedback on the National Library's collecting plans, stakeholders asked the library to show intellectual leadership about collecting documentary heritage in New Zealand. The National Library's document *Positioning for the Future: Draft Strategic Directions to 2030* suggests the possibility of a national documentary heritage framework.

Stephen Innes mentioned AHLAG (Auckland Heritage Librarians and Archivists Group) which has been reasonably successful, although institutions have been affected by the supercity amalgamation.

The Auckland Libraries Collection Development Policy (April 2013) is available online at <http://www.aucklandlibraries.govt.nz/EN/About/Documents/collectiondevelopmentpolicy.pdf>

David Colquhoun commented on materials which have both regional and national significance – where do they go?

Gareth Winter noted some donors prefer to give to national institutions because of their perceived status. For example a family may wish to deposit at the Turnbull Library and not at their local repository. But what if the local repository is a better fit for the archives?

Simon Moody said that in the UK repositories are noted for their specialist subject areas, and donors give relevant materials to them rather than to national institutions.

Institutional referrals

Shannon Wellington and Teina Jordan described networking with other archives about collecting interests, and referring donors elsewhere. Many institutional websites carry information about their collecting policies and scope.

What about areas where there are no collecting archives like parts of the West Coast. Where are their archives to go?

Action: Diane Woods to collate a centralised directory of online collecting plans, and have it added to the ARANZ Collecting SIG web page

Auctions

Of the members present, Auckland City Libraries Special Collections, Auckland University Special Collections, Victoria University Special Collections, Hocken Collections and Alexander Turnbull Library indicated that they buy at auction.

Shannon Wellington noted that sometimes public records appear for sale in auction catalogues and on dealer websites (eg Trade Me). Let Archives NZ know if you see any such listings, so they can follow up.

Be aware of laws on anti-commercial behaviour which prevent arrangements with other institutions about prices and bidding.

There was discussion about being wary of inflating prices in NZ's small documentary heritage auction market; and concern about auction houses splitting items of the same provenance into lots to maximise profit, with no regard for maintaining context.

Simon Moody mentioned documents which form part of a military medal group - what is their value?

Shannon Wellington noted the need for auctioneers to provide timely information about auctions, and additional provenance information. She offered to inspect items being auctioned in Wellington for colleagues.

Rachel Esson said there is a French law allowing national institutions to buy items at the reserve price.

Gareth Winter asked what duty we have to report false statements about items for sale, eg an auction house giving a bogus name for the subject of a portrait.

3. Sharing documentation, led by Diane Woods.

Anna Blackman spoke about valuation methods and practices for the Hocken Collections.

There was discussion of the documentation used by collecting archives: collection development policies, receipt forms, deeds of gift, work flow documents, logistics templates, bequest templates, donation forms, sales and purchase agreements.

Virginia Callanan spoke about agreements to digitise donations being part of the deposit agreement from Nga Taonga Sound and Vision.

Jessica Moran said the Turnbull Library has forms for managing transfer of born-digital files, and oral history born-digital files. Linda Evans commented that donors find that having to list deposits helps them to organise them well.

Members brought the following documents to share at the meeting.

Hocken Collections:

Collection receipt

Outgoing receipt

Hocken Archives and Manuscripts: Annual Valuation Procedure

Hocken Collections: Collection Development Policies November 2007 - available at <http://www.otago.ac.nz/library/pdf/Hocken%20CD%20policies.pdf>

Hocken Library documents workflow

Hocken Collections: Agreement for the Donation or Purchase of Xxxxx Collection

Hocken Collection: Deed of Gift

Bequest wording

Hocken Collections: Agreement for the Deposit of the Archives of [..]

Alexander Turnbull Library

National Library of New Zealand collecting policy and collection plans: available at <https://natlib.govt.nz/about-us/strategy-and-policy/collections-policy>

Draft Deed of Gift

Guidelines for Transferring and Managing your Born Digital Content

Guidelines for Managing your Oral History Digital Content – available at
<https://natlib.govt.nz/files/oralhistory/oral-history-digital-acquisitions-recommendations.pdf>

Alexander Turnbull Library Media Deposit Form

Ian Matheson City Archives

Ian Matheson City Archives Collection Policy

AHLAG

AHLAG Co-ordination of Collection Development Policies

University of Auckland

University of Auckland Collection Management Plan – available at
<https://www.library.auckland.ac.nz/about-us/collections/collection-management/special-collections>

Auckland Libraries

Gift Agreement

Loan Agreement

Item 5 – Other business

Diane Woods asked if anyone would like to take on the convenor role, or co-convene the SIG, from this time next year.

Action: DW to investigate if there might be an opportunity for a SIG meeting in 2017, either in conjunction with an ARANZ workshop, or perhaps the LIANZA Documentary Heritage SIG.

Next Meeting

TBA