

COMMUNITY ARCHIVES

HAWKESBURY LIBRARY SERVICE - LOCAL STUDIES FACT SHEET

What are Community Archives?

Community Archives are the unique and valuable records created and collected by the community within the Hawkesbury district. These records may reflect the social, political, religious, recreational and economic aspects of the local community. These may be records of individuals, families, businesses or community groups. The groups may include sporting clubs, churches, political parties, community organisations and professional associations. A selection of material will be kept for posterity to provide researchers with a range of resources and formats to analyse and examine.



Why are they kept?

These records are kept as a resource to study the Hawkesbury community, particularly for the long term. This material will form part of the foundation of historical sources for the future.

Why donate your records?

Records will remain permanently in the custody of Hawkesbury City Library's Local Studies Collection and accessible to the community and future researchers. Records will be managed by specialised staff and stored in an appropriate and controlled environment.

Types of material considered

The types of records that can be donated to the Community Archives may include:

- Minutes
- Newsletters and journals
- Reports
- Correspondence
- Photographs, videos or movies
- Diaries
- Personal papers
- Newspaper clippings and scrapbooks
- Maps and plans

What is the next step?

If you have material which you believe may be beneficial or are contemplating donating, contact the Local History Librarian for more information and assessment of the material. Contact details are located overleaf. The material should fit the criteria listed in the Library's Collection Development Policy and be deemed appropriate for the Community Archives. If the material is suitable, request a Community Archives Deposit Form.

Complete a Deposit Form

The relevant Community Archives Deposit Form needs to be completed by the relevant donor(s) depending whether it is an individual or a group or organisation. The conditions need to be considered, accepted and signed. Additional conditions or specific restrictions that are not unreasonable, may be negotiated in the Deposit Form e.g. access, copying, publication, research.

Ownership

Ongoing access should not be required by the donor, i.e. only material that is no longer in current use should be donated. Once the Deposit Form is completed the records then become the property of Hawkesbury City Council Library Service. The Library will then retain the right to keep or dispose of the material, and make copies available in various formats, if required, unless otherwise negotiated.

Access to Community Archives

The majority of the material donated as Community Archives is kept in the specially designed Archives area which is not accessible by the public. If material is deemed relevant it may be duplicated into the Local Studies Collection which is accessible during opening hours. Please note that immediate public access for material held in Community Archives cannot be assured, especially in the case of fragile resources; in-depth indexing of such resources cannot be guaranteed in the near future. Donations should be material that is not in current use, and ongoing access not required by the donor.

As material held in Community Archives is unique, it is necessary to make an appointment to view the records. To check what records are currently held as part of the Community Archives collection check the catalogue in the library or online at <http://catalogue.hawkesbury.nsw.gov.au/amlibweb/>. To make an appointment to view records please contact the Community Archives Librarian, contact details below. The library pays particular attention with caring for the archives in our collection. We ask researchers to wear gloves when handling certain items, use pencil when transcribing records and copying is dependent on the physical condition of the items.

Community Archives already held

The Community Archives already holds a number of collections including community organisations such as the *St Albans Common*, *Hawkesbury Cricket Club* scorebooks and annual reports. Organisations that are now defunct have donated records such as the *Toastmistress* group and *Maraylya Progress Association*. Some organisations such as the *Richmond School of Arts* have made their original records available to be copied and these records are available on microfilm and are part of an ongoing digitising project.

Bequests and donations

Individuals can also make donations of material to the Local Studies Collection. This can be a donation or a bequest, as part of your estate. Information can be recorded in a will or codicil. This will make certain that your valuable records and collections are set aside for future generations to consult. It is important to ensure your family and executors are made aware of your wishes for your family &/or local history collection. Bequests to the Local Studies Collection in the past have included material from local historians *Douglas Gordon Bowd* and *Meredyth Hungerford* as well as local identity *Robert Danvers Power*. If you are considering making a bequest, please contact the Local History Librarian to discuss further. Contact details are below.

Prepared by the Local History Librarian & updated 30/9/2015

Contact Information

ADDRESS

Hawkesbury Library Service
Hawkesbury Central Library
Deerubbin Centre (Ground floor)
300 George Street
WINDSOR NSW 2756

HOURS

Monday to Friday 9am - 7pm
Saturday 9am - 1pm
Sunday 2pm - 5pm
Closed Public Holidays

LOCAL HISTORY CONTACTS

(02) 4560 4466 or 4560 4460
history@hawkesbury.nsw.gov.au
<http://www.hawkesbury.nsw.gov.au/library>
<http://www.facebook.com/HawkesburyLibrary>

Access the catalogue <http://catalogue.hawkesbury.nsw.gov.au/amlibweb/>