



# Content Acquisition Policy

|                         |                                   |
|-------------------------|-----------------------------------|
| <b>Title</b>            | <b>Content Acquisition Policy</b> |
| <b>File Ref</b>         | 695/120/039                       |
| <b>Maintained By</b>    | Queensland Memory                 |
| <b>Review Date</b>      | January 2020                      |
| <b>Next Review Date</b> | January 2022                      |

## 1 Document Control

---

| Version | Approved By             | Approval Date | Revisions      |
|---------|-------------------------|---------------|----------------|
| V1.0    | State Librarian and CEO | April 2018    |                |
| V1.1    | State Librarian and CEO | 20 May 2020   | Desktop review |
|         |                         |               |                |
|         |                         |               |                |
|         |                         |               |                |

## 2 Authority

---

Approved by State Librarian and Chief Executive Officer.

## 3 Purpose

---

The aim of State Library of Queensland's Content Acquisition Policy is to guide all collection acquisition activities to ensure that they are efficient, consistent, ethical and provide value for money. This policy aligns collection acquisition at State Library with the following state, federal and international guidelines for best practice:

- *Queensland Procurement Policy 2019*
- *UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property 1970*
- *Australian Best Practice Guide to Collecting Cultural Material*

## 4 Scope

---

This policy applies to collection acquisition across all formats and collection categories, including Memory, Information, Public Library and Extraordinary Collections. It applies directly to State Library staff with delegation to acquire, endorse or approve collections on behalf of the organisation.

## 5 Policy Statement

---

State Library develops its collections in order to satisfy the diverse needs of Queenslanders using a range of acquisition methods. Utilising multiple funding sources, including annual Queensland Government funding, grants and private donations via the Queensland Library Foundation, State Library makes collection-related purchases to meet its obligations under the *Libraries Act 1988*.

State Library's Content Strategy provides an over-arching framework for which collections are acquired and for what purpose, informing decision-making throughout the content lifecycle.

Acquisition processes are particularly subject to market forces and changes in technology. Opportunities to license, rather than own, digital content are increasingly becoming an efficient means of satisfying users' information needs. In addition, new and emerging vendors are making their services available.

There is a focus among major collecting institutions to be able to demonstrate that their acquisition of cultural heritage is conducted in an ethical and accountable manner. This has increased the need for institutions such as State Library to clearly understand the provenance of collections they are considering for acquisition and put in place appropriate procedures.

## 6 Methods of acquisition

---

### 6.1 Legal Deposit

Material published in Queensland is subject to Part 8 of the *Libraries Act 1988* which addresses legal deposit requirements. Legal deposit was first introduced to Queensland with the *Libraries Act Amendment Act 1949* and enables State Library to maintain a permanent record of Queensland's publishing history and ensures that Queensland publications are collected, preserved and made accessible to current and future generations.

Legal deposit places an obligation on everyone who publishes in Queensland to deposit a copy of the publication with State Library.

Legal deposit applies to all formats. Material is considered to have been published if reproductions of the material have been supplied (whether by sale or otherwise) to the general public. It does not apply to material intended for a highly limited circulation.

National edeposit (NED) is now an important mechanism for collecting published electronic material. A collaboration between Australia's nine national, state and territory libraries, NED enables publishers to deposit their electronic publications online, allowing them to fulfil their legal deposit responsibilities.

## **6.2 General donation (may include bequests, one-off or periodic deposit or gifts)**

State Library's collections have grown over time, substantially due to the generous donations of individuals and organisations. These collections represent some of State Library's most significant and unique items. State Library encourages offers of physical and digital material with significant Queensland content for potential addition to Memory Collections. Offers of physical items to the Extraordinary Collections are also welcomed. State Library only seeks donations on the basis that they are retained as permanent gifts. Terms and conditions of donated unpublished material are outlined in a Deed of Gift negotiated between State Library and the donor to transfer title. State Library does not seek donations for Information or Public Library Collections. State Library is unable to accept material on permanent or long-term loan.

Assessment of donation offers is conducted with reference to State Library's Content Strategy and Content Guidelines.

## **6.3 Donation under the Cultural Gifts Program**

State Library accepts collection donations via the Australian Government's Cultural Gifts Program, utilising it as a means to deliver mutual benefit to the organisation and donors. The minimum value of collections that State Library considers for donation via the program is \$5,000. State Library requires cultural gift donors to arrange their own valuations.

## **6.4 Purchase via preferred suppliers**

To increase purchasing power and improve efficiency, State Library has a Standing Offer Arrangement with a panel of suppliers for the supply of material across State Library's Memory, Information and Public Library Collections. Acquisitions are monitored for alignment with relevant Content Guidelines. Establishment of the panel contract is conducted in accordance with Queensland Government Procurement Policy and State Library's Procurement Framework.

## **6.5 General purchase**

Approval of purchases must be consistent with State Library's Financial Delegations. State Library purchases material, primarily for the Memory Collection, through arrangements with private individuals and vendors. When required to determine appropriate market value for significant or substantial acquisitions, State Library may use independent qualified valuers.

## **6.6 Auction**

State Library acquires material for the Memory and Extraordinary Collections via auction. Pre-approval to bid up to an agreed amount is required according to State Library's Financial Delegations. Bidding may take place through a variety of methods, including in-person, via absentee bid, online, via telephone or through an agent acting on State Library's behalf.

## **6.7 Commissioning**

State Library commissions artworks, photographs, oral histories and digital stories for the Memory Collection. Photographers, oral historians and film-makers are engaged to produce content with terms specified in a Project Agreement. Procurement of suppliers' services is subject to Queensland Government Procurement Policy and State Library's Procurement Framework. Approval of purchases via commission must be consistent with State Library's Financial Delegations.

## **6.8 Licensing**

State Library acquires a range of products through licenses in order to meet the information needs of

Queenslanders. These arrangements may include perpetual or temporary licenses. When utilising these products, including eResources and databases, State Library seeks the widest access rights possible. State Library actively participates in the NSLA eResources Consortium.

## 6.9 Copy loans

Under exceptional circumstances, State Library does receive loaned items for the express purpose of digitisation. Under “copy loan” arrangements, the original vendor retains the physical item, while State Library retains a digital copy of the item and appropriate permissions to allow public access and re-use of the item. Copy loans only apply to items with highly significant and unique content in the Memory Collection.

## 7 Acquisitions from staff

---

Collection donations from current State Library staff are to be approved by State Librarian and Chief Executive Officer (with Content Working Group and Content Steering Group endorsement.) Purchases of material from current staff and their family members are subject to standard conflict of interest procedures. Approval for acquisition of any material via purchase from a current staff member or their immediate family is at the delegation of State Librarian and Chief Executive Officer (with Content Working Group and Content Steering Group endorsement.)

## 8 Responsibilities

---

**State Librarian and CEO** is responsible for approving State Library’s Content Acquisition Policy and approving acquisition of collections consistent with State Library’s Financial Delegations.

**Executive Director, Content and Client Services** is responsible for ownership of the policy, approving acquisition of collections consistent with State Library’s Financial Delegations, reporting on activities relevant to the policy and ensuring that the policy is reviewed every two years.

**State Library’s Content Steering Group** is responsible for endorsing the policy and ensuring that it is effectively communicated to staff involved in collection acquisition.

**State Library’s Content Working Group** is responsible for providing details of activity relevant to the policy and providing input into the review of the policy.

**State Library staff involved in collection acquisitions** are responsible for understanding and complying with this policy.

## 9 Procurement

---

The following selection criteria are used when selecting vendors (including preferred suppliers via panel contract and commissioned suppliers): Ability to meet State Library’s requirements; Effective customer service; Value for money.

## 10 Definitions

---

| Word                 | Definition   |
|----------------------|--|
| Deed of Gift         | A formal, legally binding document that establishes that the title to a collection is given to State Library as a gift by the donor/s. The Deed of Gift also outlines the terms and conditions of the gift and its acceptance. |
| Provenance           | The history and ownership of an item from the time of its discovery or creation to the present day, from which authenticity and ownership may be determined.   |
| Title                | The legal right to ownership of property.  |
| Unpublished material | Often also referred to as “original materials,” collection items that were never intended for wide public distribution. Examples include personal papers, business records, photograph albums and home movie footage.          |
| Vendor               | An individual or business selling collection items to State Library.   |

---

## 11 Legislative and Policy Framework

---

- *Libraries Act 1988*
- Queensland Procurement Policy 2019
- State Library of Queensland Procurement Framework
- Code of Conduct for the Queensland Public Service
- State Library of Queensland Content Strategy
- State Library of Queensland Content Guidelines
- State Library of Queensland Financial Delegations
- UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property 1970
- Australian Best Practice Guide to Collecting Cultural Material

## 12 Approval

---

Approved by State Librarian and Chief Executive Officer 20 May 2020.

## Creative Commons license

---

© State of Queensland (State Library of Queensland) 2020

This policy is licensed under a Creative Commons Attribution 4.0 International licence. You are free to copy, communicate and adapt this work, so long as you attribute the State Library of Queensland.



For more information see <https://creativecommons.org/licenses/by/4.0/>