



The Children's Book Council of Australia ACT Branch

&

The Library

University of Canberra

**Lu Rees Archives of Australian Children's Literature
Strategic Plan 2005-2010**

Prepared by the Strategic Plan Sub-committee

**Approved by the
Lu Rees Archives Management Committee
August 2005**

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Executive Summary

The first Lu Rees Archives Strategic Plan was prepared by the Lu Rees Archives Management Committee for The Children's Book Council of Australia Annual General Meeting 18-19 November 2000. The Plan was entitled, Lu Rees Archives Strategic Plan 2001-2003. Then an Action Plan, based on the Strategic Plan, was created each year to guide the Archives. It was not until April 2005 that a sub-committee comprised of Belle Alderman, Lynn Fletcher and Rebecca Kemble, met to revise the Strategic Plan. The draft plan was presented at the Lu Rees Archives Management Committee meeting of 6 June 2005.

The ACT Branch of The Children's Book Council of Australia created a national collection of Australian children's literature in 1974. In 1980 the collection was officially named the Lu Rees Archives, in honour of its founder, and to mark its formal deposit in the Library at the University of Canberra. During these 31 years, the Archives has accomplished much. It has achieved a hospitable environment mutually beneficial to its resources and to the researchers using them, developed a stable management structure, created guidelines for safeguarding its collections, expanded the collections in scope and depth, extended its research and promotion activities, and developed valuable collaborative relationships with national and international organisations.

Like most small archives, the Lu Rees Archives exists through a strong supporting body, The Children's Book Council of Australia, and a generous sponsor, the Library at the University of Canberra. With funding of approximately \$15,000 annually, the Archives has increased its book collection from 600 to some 15,000 volumes, and its files on authors and illustrators from 60 to over 300. Some 500-700 books have been donated annually for 20 years, and in the last five years, more than \$600,000 in donations through the Cultural Gifts Program have added to the Archives' strengths. Visits and requests from researchers have vastly increased. Many hours of volunteer expertise, along with paid, part-time staff, have enabled the Archives to achieve these results.

The Lu Rees Archives Strategic Plan details the historical development and purpose of the Archives, the scope and depth of its collections, and its client base and services provided. An overview of the management structure discusses staffing, sponsorship, financial and inkind support, and the policy-making and reporting body. Finally, this Strategic Plan details marketing and promotion aspects, describes how this Plan will be monitored, and highlights future directions and challenges for the Archives.

Small, successful organisations often pass through stages of development. These include an inspired idea from an individual, enthusiastic espousal of that idea by others, formal establishment, then continuing development, expansion and consolidation. The Archives has passed through these stages and arrived at its latest, that of consolidating its future. This Strategic Plan charts the development of the Archives and proposes a blueprint for its future development.

Aim

The Lu Rees Archives aims to provide resources for the study and research of Australian children's authors and illustrators, including both the literature and the historical and cultural context in which it was created.

Mission

The Lu Rees Archives strives to enhance the appreciation of Australian children's literature by collecting, preserving and making available wide-ranging resources.

Objectives

The Lu Rees Archives meets its aim and mission by:

- building a research collection of Australian children's literature for present and future researchers
- providing ready access to facilitate research
- providing efficient and effective research services to clients
- implementing preservation and conservation strategies for safeguarding the collection
- promoting the resources for study and research purposes
- networking proactively to build and maintain links with other organizations and collections
- securing financial resources for maintaining and developing the collection

Values

The Lu Rees Archives values Australian children's literature and expresses this through:

- nurturing the development of authors and illustrators
- partnering with publishers in the promotion of authors and illustrators
- documenting published and unpublished creations
- documenting scholarly endeavours
- disseminating scholarly research endeavours

- leading in the documentation of creative and scholarly endeavours
- creating systems so that resources are readily accessible
- developing research strengths
- delivering quality reference services
- creating rewarding opportunities for volunteers
- recognising volunteer achievements
- providing learning experiences for students
- collaborating with related institutions in providing resources
- promoting resources through a website, publications and exhibitions

Lu Rees Archives of Australian Children's Literature

1 BACKGROUND AND PURPOSE

1.1 History

At The Children's Book Council of Australia's Annual General Meeting in 1974, the then National Executive, based in the ACT, proposed that the ACT Branch would develop a collection of Australian children's books and biographical files. Lu Rees, the founding president of the ACT Branch, agreed to undertake this task. At that time, Lu Rees donated her personal collection of some 500 books as the nucleus. Members of the ACT Branch Council have subsequently added to both the book collection and the files over the years.

In 1979, to celebrate the International Year of the Child, Lu Rees proposed that this collection should include the foreign language editions of works by Australian children's authors and illustrators. Publishers, authors and illustrators donated whatever books were available. The exception was Ivan Southall's personal collection of 83 volumes which the Branch purchased with a grant from the International Year of the Child Committee.

By 1979, the collection held some 1000 books and 60 files about authors and illustrators. Increasingly, requests were received to use the collection, but this was difficult as the collection was housed in the homes of Lu Rees and other Branch members. The time had come to consider the future use of the collection. While various ideas were discussed, Belle Alderman suggested the Canberra College of Advanced Education Library as a possibility. Victor Crittenden, the Librarian at the College, supported the idea. A public location would mean students, researchers and the community could have easier access. The Librarian and College administrators began negotiations.

The Chairman of the College Council, Douglas Waterhouse, accepted the collection at a ceremony held on 15 July 1980. Conditions of use and access were informally agreed upon by both parties, with The Children's Book Council ACT Branch to retain ownership of the collection and the Library to house, catalogue and provide support in various ways. The collection was formally named the Lu Rees Archives in honour of its founder.

A formal agreement was drawn up between the Book Council and the University of Canberra (formerly the College) in June of 1991 (See Appendix 1). A second Agreement was signed on 24 October 2003. The Agreement detailed sponsorship support by the Library, management responsibilities, access, security, and outlined termination and dissolution arrangements. At the same time, the *Lu Rees*

Archives Policy Documents were approved by the Lu Rees Archives Management Committee to guide collection development, consider priorities and outline future directions (See Appendix 2).

Since 1996, the National Council of The Children's Book Council of Australia, representing the eight Branches around Australia, has funded a part-time administrative position in the Lu Rees Archives.

The Archives participates in two national initiatives. One is the Cultural Gifts Program, sponsored by the Department of Communications, Information Technology and the Arts. Through this program, the Lu Rees Archives has, since 1994, received donations of books, artwork, papers and manuscripts and related material relating to the creative efforts of Australian children's authors, illustrators and publishers. The second initiative is AustLit: The Resource for Australian Literature, supported by eight Australian universities and the National Library of Australia. The Lu Rees Archives indexes and enters bibliographic records on Australian children's literature into AustLit.

1.2 Client Base

The main clients are tertiary students and researchers. Students studying education, creative writing, languages, literature, graphic design, art history, nursing, cultural heritage management, conservation of cultural heritage, and archives typically use the collections. In recognition of the University of Canberra's teaching role, students undertake projects such as creating disaster recovery plans and conservation plans, creating finding aids and undertaking research to build author and illustrator files.

Other clients include teachers, librarians and teacher-librarians, writers, illustrators, publishers, exhibitors, curators, bibliographers, and members of the general community. These clients come from all over Australia and around the world. A record of visitors to the Archives is available, and in recent years, a record of researchers and their queries has been maintained.

Local groups from such educational institutions as the Canberra Institute of Technology, University of the Third Age, University of New South Wales, and the Australian Catholic University also make use of the Archives.

Within Canberra, there are well-established relationships with the National Library of Australia, the National Museum of Australia, the National Gallery of Australia, and the ACT Library Service. Joint exhibitions, interlibrary loans and various research and promotional activities have featured over the years. The Archives has collaborated with the State Libraries of Victoria and New South

Wales, and the Dromkeen collection of Australian children's literature in Victoria. The Archives is a member of the international Collection of Children's Books for Adult Research Discussion Group based in the United States. Through these links, the community at large is being served.

1.3 Collection Overview

From its inception, the Archives has grown through small annual grants from the ACT Branch of the CBC and other donations. Since 1981, many leading publishing houses in Australia have donated their children's books as they were published. In 1981, the Library began publishing a journal, the *Lu Rees Archives: Notes, Books and Authors*, which records collection growth and features articles and news of the Archives and Australian children's literature. The scope and direction of the journal is included as Appendix 3.

The Archives annually adds between 500-700 books, and in March 2005, according to a shelf count, housed 13,285 books. These included a unique collection of 1,000 overseas editions (2004 figures), special collections of rare books, reference books, and folios, manuscripts, school magazines (including a full set of the *NSW School Magazine* dating from 1916), theses, prepublication materials, and original artwork. The book collection's strengths are post-1950 although some early titles are held. The over 300 files on Australian children's authors, illustrators, publishers and critics are unique. These contain, depending on the individual file, reviews, articles, biographical and bibliographical material, background research documents, contracts, correspondence, audiorecordings, artwork and photographs, altogether over 29 different types of materials. Categories of Archives' materials appear in Appendix 4.

Several large donations have strengthened the collection. Notable is Walter McVitty's personal book collection of over 1500 titles donated under the Cultural Gifts Program sponsored by the Department of Communications, Information Technology and the Arts. More recently in 2004, Belle Alderman donated several hundred books about Australian children's literature from her personal collection. In recent years, manuscripts and personal papers of leading Australian writers and illustrators for young people have been donated under the Cultural Gifts program. Donors include Gary Crew, Gillian Rubinstein, Isobelle Carmody, Brian Caswell, Mem Fox, Caroline Macdonald, Edel Wignell, Nette Hilton, Wendy Orr, Garry Disher, Anna Fienberg, Bob Graham, Steven Woolman and Rodney McRae. In 2000, Walter McVitty's publishing archive documenting his 13 years of publishing for children was donated under this same Program. In 2004, Omnibus Books publisher donated outright its archive from its inception in 1982.

1.4 Core Services

Core services to clients include:

- cataloguing the collection
- responding to research queries
- assisting researchers
- providing resources
- creating research files on Australian authors and illustrators
- indexing Australian children's literature for AustLit
- creating finding aids to the collection
- publishing scholarly endeavours
- informing users of resources
- maintaining a website to promote the resources

2 ORGANISATION AND MANAGEMENT

2.1 Ownership

The Children's Book Council of Australia ACT Branch owns the Lu Rees Archives.

2.2 Staff

The Archives has two part-time staff members, the Collections Development Manager and the Lu Rees Archives Administrative Assistant. The Collections Development Manager is a voluntary position in operation since 1990. Belle Alderman has occupied this position during this time, lending not simply expertise but vision through her standing in the field of children's literature. In charge of the overall management of the Archives, the Collections Development Manager devotes approximately 500 hours annually to such responsibilities as:

- leading development of policies, strategies and future directions
- seeking and acknowledging donations
- administering the Cultural Gifts Program
- negotiating collaborative ventures
- applying for appropriate grants
- participating in outreach programs
- providing leadership and guidance to Administrative Assistant
- liaising with professionals in the field of children's literature

The Administrative Assistant is responsible for the day-to-day administration of the Archives. Since 1995, this position has existed as a paid, part-time one of fourteen hours a week for 10 months annually. All branches of The Children's Book Council of Australia fund this position. Responsibilities include:

- liaising with UC Library staff
- assisting researchers
- updating and creating author and illustrator files
- maintaining computer databases
- indexing Australian children's literature
- creating displays
- developing outreach programs
- supervising volunteers
- accessioning and verifying donations
- maintaining the website
- reporting on Lu Rees Archives activities
- carrying out other administrative tasks as required

2.3 Volunteers

The Lu Rees Archives has a strong volunteer base with several individuals having volunteered over a 25-year period. Volunteers undertake such tasks as:

- accessioning donations
- shelving
- categorising items for files
- updating and creating files
- accessioning donations
- creating finding aids
- setting up displays
- undertaking special projects as needed

Over 3,000 hours have been donated since 1993 when recording of statistics began. The yearly average of volunteer hours is 150, the equivalent of 20 days per year. Significant volunteer work has included verifying and accessioning the Walter McVitty books collection of some 3,600 volumes in 1994, a stocktake involving 100 hours during 1997, and updating author and illustrator files in 2000 involving 53 hours. Other large volunteer efforts have included the arrangement and description of the Omnibus Books publisher archive. Thirteen individuals from around Australia have so far donated over 300 hours to this project.

2.4 Policy-making Body

In 1983 the Lu Rees Archives Management Committee was established. In 1990 formal terms of reference were developed and membership determined. These are included as Appendix 4. The Committee meets five-six times annually and maintains a record of its proceedings. It is responsible for managing the Archives, determining policy, controlling funds and advising the University Librarian.

2.5 Financial and Inkind Support

2.5.1 Children's Book Council ACT Branch

The ACT Branch is committed to the following support for the Archives:

- aim to annually donate a minimum of \$1,000
- encourage members to attend workshops and working bees, and to offer practical assistance in a volunteer capacity
- provide an Executive member to represent the Branch at Lu Rees Management Committee meetings
- aim to maintain active contact with authors, illustrators, publishers and others in the field of children's literature in order to encourage donations
- assist in promoting and publicising the Archives and its activities through the branch newsletter
- aim to raise funds for particular projects promote the Archives by including a copy of the Lu Rees Archives journal as a benefit of ACT Branch membership

2.5.2 Branches of The Children's Book Council of Australia

From 1995 all Branches of the CBC have donated a percentage of their profit from Children's Book Week merchandise towards staffing the Archives.

In 1998 and 1999, the Annual General Meetings of the National Children's Book Council, including all Branches and the National Executive, agreed to provide additional funds to ensure that part-time staffing of the Archives could be maintained at 14 hours per week for 10 months of the year.

2.5.3 The Library, University of Canberra

The Library has sponsored the Archives since its collection was deposited there in 1980. The formal Agreement signed in 1991 and renewed in 2003 by the

University and The Children's Book Council ACT Branch stated that the Library's sponsorship would include:

- accessioning and cataloguing of books and serials and supply of consumables associated with the process
- allocation of space to house the Archives
- supply of standard Library shelving to house books and serials
- staff resources required to satisfy the Library's obligations under this agreement
- assist in the production of the annual Lu Rees Archives journal (detailed in the Agreement)

The Agreement also states that both parties may undertake tasks or responsibilities additional to those specified in the Agreement.

2.5.4 Publishers

Since 1981, the majority of Australian publishers have donated their children's books as they were published. The publishers also support building the files on authors and illustrators and have provided photographs, reviews, biographical and publicity material. Several overseas publishers of Australian children's books have donated to the Archives.

Several publishers of serials annually donate their journals to the Archives. The NSW Department of Education has placed in the Archives on permanent loan a bound set of the NSW *School Magazine* which began in 1916.

2.5.5 Authors and Illustrators

Over many years, authors and illustrators have donated unique material to the Archives including overseas editions of their works, artwork, manuscripts and personal papers. Since 1988 when the Archives qualified as an eligible institution for the Cultural Gifts Program, authors, illustrators and publishers have donated their works to the Archives. Between 1992 and 2005, cultural gifts to the market value of approximately \$603,642.00 were donated to the Archives under this Program.

2.5.6 Individuals

The Archives receives donations of money, books and other materials on an annual basis. The value of these varies. All are listed in the annual Lu Rees Archives journal. A Future Fund, with tax deductibility for donors, is available for monetary donations.

2.5.7 Organisations

Between 1991 and 1998, the University Co-operative Bookshop at the University of Canberra provided grants for annual writing and illustrating for children conferences in Canberra. These grants enabled the purchase of original artwork from outstanding Australian picture books for the Archives.

The Canberra Centre for Writing, Media and Cultural Studies at the University of Canberra provided funding over a two-year period from 1995-1997 to undertake project work in the Archives.

The Lu Rees Archives actively seeks new partnerships.

2.5.8 Academic Staff and Students at the University of Canberra

Academic staff in several disciplines and areas within the University have donated significant time and expertise towards encouraging and acknowledging donations to the archives, transliterating foreign language editions, gaining and managing grants for the Archives, editing the journal, and conserving the materials. Many students over the years have created finding aids to the manuscript collection and created or enhanced files on authors and illustrators.

2.5.9 Grants

The Archives has succeeded in acquiring funds through granting bodies. Such grants are generally not available for recurrent staffing; however, staffing costs as part of specific projects are usually allowed. Funds have been received from the:

- Australian Research Council, Research Infrastructure & Equipment Facilities Scheme
- Community Heritage Grants
- University of Canberra Research Grants
- ACT Arts and Special Events Grants

2.6 Value of Assets

Most cultural institutions, including the National Library of Australia, choose *not* to undergo the rigorous, time-consuming and costly exercise of valuing their assets. Instead, they customarily seek market values of individual items or collections of materials they are considering for purchase or for accepting as donations or for insurance purposes when materials are loaned outside the institution. The Lu Rees Archives has followed a similar practice. Donations received under the Cultural Gifts Program and artwork loaned for two

exhibitions have been individually valued. No monetary value has been determined for other parts of the collection or for the Archives as a whole.

The sum is more than the parts, yet the parts can be very valuable too. Particular collections within the Archives can easily be recognised as 'valuable' due to their unique, rare or particular strength. These include the unique collection of over 1000 overseas editions of Australian children's books; the personal papers and manuscripts of leading authors, illustrators and publishers; over 300 files on Australian creators; framed artwork by leading Australian illustrators; inprocess artwork revealing the creative process; and extensive correspondence with Australian creators. These are the highlights rather than an exhaustive list.

What makes the Archives most valuable is the *collective* nature of its resources and furthermore, what it *does* with these resources. The Archives holds, in many instances, every edition of a particular work. For example, it has 14 editions of John Marsden's *So Much to Tell You*, as well as awards, reviews, articles, promotion material, biographical and autobiographical information, bibliographies, photographs, and correspondence between author and publisher relating to this most famous creation plus much more on this one author alone. To make these resources available, a highly efficient and effective electronic database is available. Equally important, there are knowledgeable individuals who assist researchers. Lastly, it could be argued that the Archives has strong assets by virtue of its longevity, stable physical environment, continually expanding inkind support, extensive networks within the children's book industry and dedicated expertise for leadership. All these things are the Archives assets.

2.7 Reporting Mechanism

The Archives is responsible in the first instance to the Lu Rees Archives Management Committee which is a sub-committee of The Children's Book Council ACT Branch. Since 1995 when funding has been received from all branches of The Children's Book Council of Australia, a report has been presented at the Annual General Meeting of this body as well as to The Children's Book Council ACT Branch. The financial records are audited.

At the start of each year, a list of projects and goals are presented for discussion and ratification at the Lu Rees Archives Management Committee. Progress on these is monitored during the year, reviewed at the year's conclusion and included in the Annual Reports. The Lu Rees Archives Administrative Assistant prepares a written report for discussion at the Lu Rees Archives Management Committee meetings. Copies of all reports are archived.

3 MARKETING AND PROMOTION

The Archives has a well-developed set of marketing and promotion objectives. These objectives, strategies to meet them, performance measures or outcomes, timeframe, and responsibilities are described in detail in the Lu Rees Archives Statement of Objectives in Appendix 6. The major objectives include:

- raising the profile within stakeholding groups
- communicating with existing and potential donors
- publicising growth and direction of the Archives to the general public
- increasing researchers' awareness of the Archives
- promoting excellence in research in Australian children's literature
- networking to build and maintain links with other organizations and collections

4 MONITORING AND ADJUSTING THE STRATEGIC PLAN

This Strategic Plan covers the period from 2005 to 2010. Each year, at the first meeting of the Lu Rees Archives Management Committee, there will be a general review of the Strategic Plan. The Committee will consider the continuing relevance of the client base, core services, policy-making procedures, and financial and inkind support.

The Lu Rees Archives Statement of Objectives will be used to guide the activities of the Archives in subsequent years. Activities will be based on the seven objectives set for the Archives. Priorities and strategies for the year will be proposed and ratified by the Management Committee. At the conclusion of the year, progress will be reviewed. Progress of the Archives can thus be measured annually using the Strategic Plan as the guide.

5 FUTURE DIRECTIONS AND CHALLENGES

The Lu Rees Archives is quite clear about its direction for the future. It is committed to building a high quality research collection of Australian children's literature and to making these resources available nationally and internationally. The major challenges facing the Archives are to gain adequate financial resources and to secure permanent trained staff to achieve its goals as outlined in the Lu Rees Archives Statement of Objectives. (See Appendix 6).

The relationship between The Children's Book Council ACT Branch and the Library, University of Canberra, has existed now for 25 years. Both organisations agree that the relationship is mutually beneficial. It is anticipated that the

Archives will continue in its present location and work with the Library in achieving mutual goals of serving study and research needs and interests.

Through the collaborative grant to create AustLit: The Resource for Australian Literature in association with eight Australian university partners and the National Library of Australia, the Lu Rees Archives will be making its bibliographic records and selected resources available over the Internet. The long term benefits of this project include a financial return to the Archives for data input to the Gateway.

The Archives will continue to apply for appropriate grants to undertake special projects. Such funding, however, does not enable the Archives to expand its administrative staff for the increasing day-to-day management tasks, response to researchers and support of long-term projects. A full time administrative position is a priority for the future. For the interim, the Archives prudently priorities its objectives and meets these commensurate with its level of staffing.

The Archives aims to have a full-time administrative assistant within the next five years.

Another challenge surrounds the voluntary position of Collections Development Manager. This is a demanding, important position that provides the vision, leadership, and commitment required to sustain the Lu Rees Archives. In the longer term, this position should be a part-time paid position so that the future of the Archives is ensured.

The Archives aims to have a part-time Collections Development Manager within the next ten years.

It is extremely rare for small archives to generate sufficient funds from its activities to be self-funding. It is likely that the Archives will continue to require financial support to achieve its objectives. Over its existence, the Archives has consistently trimmed its activities to match its resources and similarly expanded these where funds could be accessed. This practice will continue. Given its achievements in the last two decades and the ongoing support of individuals and organisations, the potential is there for the Lu Rees Archives to become the leading research collection of Australian children's literature. To secure that envisioned future, a stable income source is a strategic goal of the Lu Rees Archives.

The Archives aims to create an endowment fund of \$250,000 to meet its strategic objectives within the next five years.

Appendix 1 Agreement

Agreement

**Between the University of Canberra
("the University")**

**and The Children's Book Council of Australia, ACT Branch Inc.
("the ACT Book Council")**

regarding the

**Lu Rees Archives of Children's Literature
("the Archives")**

General

- The Archives are and will remain the property of the ACT Book Council.
- The Archives will be located in the Library of the University of Canberra ("the Library")
- Nothing in this Agreement will prevent either or both parties undertaking tasks or responsibilities additional to those specified in this Agreement.

Management Committee

- The Librarian of the University or his or her representative shall be a member of the Management Committee of the Archives.
- The Management Committee shall advise the Librarian on the operation of the Archives. However, the Management Committee will not have the power to direct the Librarian in relation to any Library operation.

Library Sponsorship

- The Library agrees to provide the following services and facilities to the Archives:
 - accessioning of books and serials into the Archives in accordance with Library policies and procedures and supply of consumables associated with this specific process;
 - cataloguing of books and serials into the Archives in accordance with Library policies and procedures and supply of consumables associated with this specific process;
 - allocation of space to house the Archives;
 - supply of standard Library shelving to house the books and serials of the Archives;
 - staff resources required to satisfy the Library's obligations under this agreement.

Lu Rees Archives Journal

- The Library agrees to provide the following towards the production of the annual Lu Rees Archives Journal:
 - compilation of the list 'Donations to the Lu Rees Archives' (ie. Author, title, donor and foreign language identification);
 - typing and corrections;
 - payment of photographic work and graphics as determined in co-operation with the University Librarian or his or her representative;
 - organisation and payment of printing of the Journal to a standard determined in co-operation with the University Librarian or his or her representative;
 - distribution of the Journal, including the maintenance of a mailing list;
 - maintenance of accounts for Journal subscriptions.

The ACT Book Council agrees to pay all costs, and take responsibility for all tasks, not identified above and to pass all subscription moneys for the Journal to the Library.

In principle, the per issue subscription cost should cover the unit cost of the issue.

Access

- Access and borrowing conditions shall be within guidelines established by the Management Committee.
- The Librarian or his or her representative shall determine individual requests for access or borrowing within these guidelines.
- Access to the Archives will be limited to the opening hours of the Library.

Security

- Materials may be treated as confidential and not made available for access or borrowing.
- The Library will take measures to protect and preserve the Archives not less than those taken to protect and preserve its own collections.
- The University will not be liable for any loss or damage to any item in the Archives, including loss or damage arising from any act or omission by a member of the University staff.
- The ACT Book Council, as owner of the Archives, accepts responsibility for insurance of the Archives.
- Neither party shall be held financially responsible for any action taken or not taken under this Agreement.

Changes to this Agreement

- Changes to this Agreement will require the consent of both parties.

Termination of Agreement

- This Agreement may be terminated by either the ACT Book Council of the University.
- Twelve calendar months notice of an intention to terminate the Agreement shall be given. During this time all provisions of this Agreement will continue to be in effect.
- At the end of this twelve month period the books, files and other components integral to the Archives will be removed by the ACT Book Council. Shelving, filing cabinets and significant materials provided by the Library shall be retained by it.
- Following termination of the Agreement the Archives will remain in Canberra. Free access to them will be provided to University students and staff, in recognition of the contribution the University and the Library have made to their development.

Dissolution of Either Party

- Should the University or the ACT Book Council wind up or cease operation, the interest of each in this Agreement will transfer to their respective successors.

Given under the Seal of the
University of Canberra

Signed for the University

on the.....
day of.....
.....
Vice-Chancellor

Signed for the ACT Book Council

on the.....
day of.....
.....
President

Appendix 2 Policy Documents

Lu Rees Archives
of Australian Children's Literature
Policy Documents

Revised 2004

by the
Lu Rees Archives Management Committee

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Lu Rees Archives

1 Purpose and Authority

1.1 Introduction

The first published statement of Lu Rees Archives policy appeared in the evaluative document, Lu Rees Archives Management Committee Subcommittee Report produced in 1987. One of this report's recommendations was to produce an online database as a guide to the collection. This recommendation was accepted, and both an online database and hardcopy guide were launched in September 1989.

During the course of this project, the need for a clearly defined policy became apparent. A Lu Rees Archives Policy Subcommittee was formed; its membership included University of Canberra staff Belle Alderman, Senior Lecturer in Librarianship, and Peter Clayton, then Associate Librarian and Patricia Milne, a researcher for the Lu Rees database project.

The Lu Rees Policy Subcommittee began deliberations on 18 May 1989 and submitted their report to the Lu Rees Archives Management Committee on 3 July 1989. The report was considered by the Lu Rees Archives Management Committee and by various members of the Library staff and alterations made. The Lu Rees Archives Policy Documents have been approved by the Management Committee. It was agreed that the Policy would be re-examined annually in order to ensure its continuing relevance.

Over the years, this Policy has been reviewed, but it was not until a working party was set up in 2000 to review the policies as a whole that it was agreed to update the policy. In 2004, a third revision of the Policy was undertaken, with additional sections on rare books, criteria for accepting donations of unpublished material, procedure for consideration of substantial donations, and further guidelines for considering donations of various media formats,

1.2 Purpose of the Archives

The Lu Rees Archives aims to provide resources for the study and research of Australian authors and illustrators, including both the literature and the historical and cultural context in which it is created. "Australian" is broadly defined as any of the following: those whose books are principally published in Australia, those creators who live and work in Australia or those where a major portion of their works is set in or concerns Australia.

1.3 Purpose of Policy

The purpose of this Policy is to set down guidelines for acquiring and assessing records for the collection, outline collection management principles and policy and access conditions.

1.4 Authority to Acquire Material

Authority to acquire material is vested in the agreed-upon member[s] of the ACT Branch of The Children's Book Council and/or the Lu Rees Archives Management Committee and/or the Lu Rees Archives Administrative Assistant. Policy matters related to acquisition should be determined by the Lu Rees Archives Management Committee.

2 Collection Development

2.1 Scope of the Collection

To fulfil its purpose as set out in 1.2 above, the Lu Rees Archives aims:

- 2.1.1 to build complete collections of significant authors' and illustrators' works;
- 2.1.2 to build representative collections of other authors' and illustrators' works;
- 2.1.3 to collect biographical and critical material on the authors and illustrators included in the Archives;
- 2.1.4 to collect foreign language editions of the works in order to:
 - represent the complete works;
 - provide translations for comparison;
 - provide examples of production techniques;
 - provide examples for non-English speakers and teachers of English as a secondary language;
- 2.1.5 to collect pre-publication material such as manuscripts, galleys, proofs, dummies and original artwork in order to understand the creative process;
- 2.1.6 to collect magazines produced by the various Australian state departments of education to:
 - indicate the authors' and illustrators' development;

- indicate the full range of authors' and illustrators' work;
 - represent varied literary forms;
 - provide a resource for studying the history of educational thought;
- 2.1.7 to collect scripts of radio and other media formats as part of the authors' work and to indicate the special features of this form;
- 2.1.8 to collect resources on editing and publishing in order to understand the production process;
- 2.1.9 to document, through acquiring relevant secondary published literature, the 'history' in order to provide a research base for further study and research.

2.2 Acquisition of Resources – Donations

2.2.1 Published works

Since 1981 many Australian publishing houses have donated a major part of their annual publications to the Archives. A number of authors, illustrators and publishers also donate their foreign language translations. Acknowledgment of each donation is made both by personal letter and in the Lu Rees journal. The Collections Development Manager undertakes acknowledgments, maintains relationships and actively encourages new donors and support of the Archives.

2.2.2 Unpublished works

The Archives holds collections of papers, manuscripts, artwork and other unpublished material by Australian authors, illustrators and publishers. Responsibility for acquiring these is vested in the Collections Development Manager. Typically, these materials may be offered to the Archives or the Collections Development Manager may approach the individual seeking a donation.

Where the donation under consideration is substantial, a three-person Sub-committee, including the Collections Development Manager, will be drawn from the Lu Rees Archives Management Committee to consider the proposal. In considering the proposed donation, the Sub-committee will consider significance as defined in the policy under sections 2.5.1.1-.2.5.1.6.

2.3 Acquisition of Resources – Purchases

A budget is allocated annually by the CBC ACT Branch to assist with administrative functions and to fill retrospective gaps in keeping with the scope of

the Archives described in section 2.1 and its subdivisions. The most important areas for purchase are 2.1.1 – 2.1.2. Should these areas be satisfied, the Management Committee may nominate other priorities.

2.4 Cooperation with Related Research Collections

An appointed representative of the National Library of Australia is a member of the Lu Rees Archives Management Committee in order to facilitate communication. Informal relationships exist with a number of other Australian research collections and the Archives considers such relationships essential to ensure research collections complement rather than compete. As well, contact is maintained with a select number of overseas research collections in order to promote and facilitate exchange of information and provide research support where required.

2.5 Archival Files

One aspect of the collection development policy is the building of Archival Files.

2.5.1 Criteria for Establishment

The aim of the archival files should be to include information on all significant Australian authors, illustrators, editors, publishers and critics who are concerned with works for children. “Significant” is exemplified by:

2.5.1.1 Historical importance

eg, May Gibbs

2.5.1.2 Large body of work which may/may not be “quality” material

2.5.1.3 Unique or valuable contribution to a particular genre, style, subject or field of writing/illustrating

eg, Jenny Pausacker, adolescent homosexuality

Isobelle Carmody, fantasy

Raymond Meeks, Aboriginal perspective

John Nicholson, information books

Brian Caswell, science fiction

Jan Ormerod, literature for babies

2.5.1.4 Outstanding artistic style and/or medium

eg, Jeannie Baker, collage construction

Julie Vivas, watercolour

2.5.1.5 Recipient of awards or appearing on short lists for awards, given either by adults or children

eg, James Moloney, adult selected

Paul Jennings, children's choice

2.5.1.6 All Australian editors and publishers who have large publishing programs for children

2.5.2 Creating New Files

Using the criteria for establishment as a guide and as a long-term project, separate files should be established for all those defined as "significant".

2.5.3 Interim Files

Where material is received but does not fulfil the "useful quantity" criteria above, an interim file should be established. The interim files should be arranged in alphabetical order, placed in acid free folders and filed in a separate sequence from those files already established

2.5.4 Opening Files

A file should only be opened where there is a useful quantity of material, typically 10-15 items. This policy should not be applied retrospectively. This policy does not preclude communication with relevant persons to develop a file.

2.5.4 Cross Referencing

A separate file should be established for each of the authors and illustrators who work as a team and for two or more individuals who write under a single name. Where an author writes under two different names, a file should be established under the name most frequently used. Where an author writes under a pseudonym, established AACRII rules should be followed. A cross reference should be placed in the appropriate file to identify the preferred form of the name.

2.5.5 Linking Various Formats of a Creator's Works

All resources are housed within the Lu Rees Archives. Their existence is noted on the individual author and illustrator files.

2.6 Literary Works Part of Reading Schemes

2.6.1 As a long-term project, books by significant authors/ illustrators which have been published as part of a reading scheme will be actively sought.

2.6.2 In the short term, where such works are donated to the collection and otherwise meet the criteria for inclusion, they will be retained in the collection.

2.6.3 As a general rule, educational texts will not be collected.

2.7 Media Formats Other Than Paper

In general, formats such as audio formats, films, video and electronic records will not be actively pursued or collected except in cases where a format is important to highlight an essential part of a creator's work or is a unique contribution to the purpose of the Archives. Where such materials are offered and/or donated to the Archives and meet these criteria for inclusion they will be considered for inclusion. In each case, the Archives should consider whether it has the capacity to manage the format appropriately.

3 Collection Management

3.1 Preservation

The Archives intends to collect and preserve material relevant to its collection for posterity. Because of the research value exemplified in differences between editions and other variant forms in which material appears, it is not appropriate for material other than duplicate copies in inferior condition to be weeded. Material in poor physical condition should receive conservation treatment appropriate to its long-term retention.

The collection as a whole needs to be housed under appropriate environmental conditions in order to realise this long-term objective.

3.2 Register of Inquiries

A register will be maintained. Its purpose is to:

- keep track of all files physically removed from the Lu Rees Archives; and
- record the nature and volume of study/research use.

The register should record the following information:

- source of query, i.e. phone, fax, email, website
- date of inquiry
- name and address of inquirer
- date by which inquirer needs information
- affiliation, such as institution/place of work and its location
- nature of inquiry
- time required to resolve inquiry
- ability to resolve inquiry
- record of inquiries not satisfied and reason for inability to resolve
- nature of use of material, e.g. thesis, publication, personal, other (specified)
- date inquiry is concluded and response is communicated to inquirer

3.3 Rare Books Policies

3.3.1 Scope

The Lu Rees Archives will keep a book in the Lu Rees Archives Rare Book Collection when it has been decided that the book is rare or valuable or in delicate condition, according to the policy criteria.

3.3.2 Location Symbols

Lu Rees has four collection codes - LR for general books, RLR for rare books, LRREF for reference materials, LRFOLIO for folio-sized books, and LRWM for books that form part of the Walter McVitty Publishing Archive.

3.3.3 Housing

Rare Lu Rees material will be housed in the compactus, which can be locked and where it can be stored in archivally safe conditions. Books that can be stored upright will be, those whose condition demands it will be stored flat.

3.3.4 Access and Use

Rare materials may only be used in the presence of the Administrative Assistant or the Collections Development Manager, and they may not be removed from the Archives. Photocopying will be decided on a case-by-case basis, depending on the condition of the item.

Researchers wanting to view rare material must make an appointment with either the Administrative Assistant or the Collection Development Manager. Library staff may not retrieve items from rare Lu Rees as they do with general Lu Rees items.

Pens may not be used near the rare items, as they could leak ink. HB or similar pencils must be used instead.

4 Research Services, Access and Use of the Collection

4.1 General Guidelines for Access

The Archives is open to the general public during normal Library hours. Because the Archives itself is staffed only 14 hours per week, it is necessary to arrange access times when the Lu Rees Archives Administrative Assistant is available. Other than those times, materials from the Archives can be retrieved for use within the Library by completing a Closed Access form available at the Information Desk. Given the busy nature of the Library, users should submit requests for materials at least 24 hours in advance.

The Archives guidelines for access to the collection are designed to ensure that all users are able to use the facilities and resources in comfort and to ensure that the materials are protected from damage or unauthorised removal. Users of the Archives materials are responsible for taking due care of the resources and for returning these to the Information Desk of the Library after use. It is Library policy that food and drink may not be consumed on the premises.

4.1.1 The Archives is a closed access collection.

4.1.2 Members of The Children's Book Council (CBC) may be permitted access to the Archives upon production of current CBC membership card and during normal Library operating hours. In addition, a list of others permitted access is held at the Loans Desk.

4.1.3 People permitted to work in the Archives room include:

- appropriate University Library staff
- researchers with permission

- individuals with approved access as indicated on the attached list
- 4.1.4 Materials in the Archives are usually not for loan, however special requests will be considered by the Lu Rees Archives Administrative Assistant/Collections Development Manager.
- 4.2 External Users**
- The Lu Rees Archives is available to all members of the University and external researchers.
- 4.2.1 Inquirers, other than University staff and students who present themselves at the Information Desk, should complete the Closed Access Form held at the Information Desk.
- 4.2.2 Inquiries should be filed upon receipt, recording date received and placed in an in-tray for the Lu Rees Archives Administrative Assistant who will respond to the Closed Access form on a 24-hours turnaround basis.
- 4.2.3 The Administrative Assistant retains the Closed Access Forms to provide statistical information for the annual report.
- 4.2.4 Telephone, fax and email queries will be handled by the Lu Rees Archives Administrative Assistant or the Collections Development Manager.
- 4.3 University Staff and Students**
- 4.3.1 The Library will provide access to the Archives for students and staff. The following conditions apply:
- Requests are for known items.
 - Access is during Library opening hours.
 - Files and other resources are for in-Library use only.
- 4.3.2 Files, **other** than those marked CONFIDENTIAL, may be provided. A list of Files is held at the Information Desk.
- 4.3.3 Library staff may require advance notice to retrieve items from the Archives.
- 4.3.4 Library staff will ensure the recording of information on the File to identify the user.
- 4.3.5 Users will be asked to note File conditions on copyright which are attached to each file.

4.3.6 Users may only photocopy **already published** material eg book reviews, journal articles.

4.3.7 Students must return the file/book to staff at the Information Desk.

4.3.8 Library staff are not held responsible for the security of the Files' contents and the resources retrieved for use for staff and students and are not required to check the contents of Files at point of distribution or return.

4.4 Research Services

Specialist staff at the Lu Rees Archives will assist you, as time permits, by:

- responding to email, website, telephone and postal inquiries;
- finding research material;
- demonstrating the online catalogue and database;
- checking availability of particular items; and
- pursuing advanced information requirements.

Appendix 3 Journal Editorial Policy

THE LU REES ARCHIVES: NOTES, BOOKS AND AUTHORS

EDITORIAL POLICY

The *Lu Rees Archives: notes, books and authors* (referred to here as the *Journal*) exists to meet two related objectives:

- 1 To document the activities associated with the Lu Rees Archives of Children's Literature. This includes reporting the growth and development of the Archives; acknowledging and encouraging donations to it; and encouraging use of its resources.
- 2 To promote the study and research, teaching and appreciation of Australian children's literature - reflecting the aims of the Archives itself.

2. Content

Articles are invited from authors, illustrators, editors, publishers, teachers, researchers, librarians and others interested in Australian children's literature. Articles should normally either have some connection with the Lu Rees Archives (for example, they might describe the creation of works held in the Archives or be based upon work carried out in part at the Archives), or be of historical, bibliographical or research interest to readers of the *Journal*, thus reflecting the emphases implicit in maintaining an archival collection of resources.

Reviews are not accepted unsolicited. Given the existence of several well-established Australian reviewing journals the *Journal* does not normally review current, commercially available children's literature.

The *Journal* may request material for independent review, or accept relevant material and arrange for its review. Items reviewed in the *Journal* are those reflecting the activities of the Lu Rees Archives, or which are considered to be of historical, bibliographical or research interest. Both positive and negative reviews may appear; the *Journal* does not publish positive reviews only. Opinions expressed are those of the reviewer.

3. Instructions to Authors

Articles should be approximately 1,500 to 2,500 words in length. Longer articles may be edited to suit the space available. Please submit manuscripts typed and double-spaced throughout, including footnotes. If possible, it would be appreciated if copy could be supplied on floppy disk as well as in hard copy. The journal is produced on a Macintosh, but we can have most types of disk converted (please tell us what type yours is).

Style conventions adopted by the *Journal* are those recommended in the latest edition of the Australian Government Publishing Service *Style manual*. Material such as explanatory notes should appear in the text. Footnotes should only be used to document assertions or to cite items to which reference is made in the text. Use superscript Arabic numbers, with citations in the form recommended in the AGPS *Style manual*. Examples:

Ivan Southall *Let the balloon go*. Harmondsworth: Penguin, 1972.

Lu Rees 'The Children's Book Council collection of children's books by Australian authors', *Lu Rees Archives: notes, books and authors* 1, 1981, pp 3-5.

Please briefly indicate your background, and supply a short abstract (50 to 100 words) of your article. In order to break up large blocks of text, photographs or other appropriate illustrative material is welcomed and will be returned if requested. A photograph of the author would also be appropriate - possibly showing you engaged in some activity.

Reviews should commence with a description of the item concerned, using the international standard bibliographic description format. Include ISBN and price if known. Example:

Lu Rees Archives of children's literature: a guide to the collections. Edited by Belle Alderman and Margaret Hyland. Canberra: School of Communication, Canberra College of Advanced Education, 1989. x, 223 pp ISBN 0 85889 336 3. Price: \$15 + \$4.50 postage and handling.

Please adopt the normal reviewing conventions: readers wish to know what a work set out to achieve and how well it succeeds; any special strengths and weaknesses; and the audience for whom it may be appropriate. Reviews should be typed and double-spaced; length should not normally exceed 500 words. If an illustration from the work could appropriately accompany the review, please indicate this.

Unfortunately, review items themselves are often required for inclusion in the Archives collection, and in this case you will be asked to review the Archives copy. However, both authors and reviewers not on the *Journal* mailing list are sent a complementary copy of the issue in which their contribution appears.

Adopted 26 February 1990

Appendix 4 Lu Rees Archives Categories of Materials

The Lu Rees Archives holds examples of the following types of materials. The descriptions are provided to assist in categorising the materials for the print and computer files held in the Archives.

- A Article by author/illustrator**
A piece of writing on a specific topic, by the author/illustrator, which forms part of a published book or other publication.
- B Article relating to publications**
A piece of writing which comments on the author's/illustrator's publications, written by someone other than the author/illustrator. If biographical information of some depth is included, the item appears under the heading Biographical note as well.
- C Artwork relating to author's/illustrator's work**
Any piece of artwork, in any form or media, which relates to the person's work, whether published or not. Where several pieces of artwork are mounted together on a single sheet, these are counted as a single piece of artwork.
- D Awards**
Notice of Australian/overseas awards for particular works or individual achievement. Also includes award announcements, such as The Children's Book Council Short Lists, which feature minimal or no review comment.
- E Autobiographical note**
An abbreviated account of a person's life written by that person.
- F Bibliography**
A complete or select list of literature or other media formats written by or about the author/illustrator.
- G Biographical note**
An abbreviated account of a person's life.
- H Reviews**
An evaluative assessment of a book, movie, theatre production or other creative effort, which is written by someone other than the creator.
- I Cassette of author's/illustrator's talk**
Audiorecordings of authors/illustrators, etc. commenting on their own or others' work and/or career.
- J Contract**
A legal agreement between two parties.
- K Correspondence**
Any form of written communication between two parties, such as letters, cards and notes.

- M** **Dummy**
Blank sheets approximately the same size as a book under production on which rough proofs, sketches and perhaps text, are placed to indicate position and general appearance.
- N** **Dust jacket**
Printed or preliminary design of a paper cover to be placed around a bound book.
- O** **Exhibition material**
Items related to public displays of an author's/illustrator's work including such items as lists of displayed works.
- P** **Galley**
Printer's impressions taken from typed matter or page proofs set up in page form which are intended for checking and/or correction.
- Q** **Manuscript**
Hand-written or typed work of an author/illustrator in preliminary or final form whether intended for publication or not. Includes texts of shorter addresses as well as longer works.
- R** **Obituary**
Notice or article noting the death of an author/illustrator, often including a tribute to the person's life and/or work.
- S** **Photograph**
An image produced on a photo-sensitised surface of any size, in black and white or colour. Count duplicates as one photograph. A negative and print of that negative is counted as one item.
- T** **Poetry**
A literary work in metrical form.
- U** **Poster**
Any item designed for display purposes to promote or advertise an author's/illustrator's work, or to promote a seminar/conference/ exhibition relating to the person's work.
- V** **Promotion material**
Any item designed to encourage interest in the work of or further the growth and development of an author's/illustrator's work. These may include such items as press releases, publicity flyers from publishers, promotional kits produced by any organization, wrapping paper, calendars, stickers and buttons.
- W** **Program**
An item which details venue and/or content of an author's/illustrator's work or presentation, for example a program for a seminar, conference, musical, theatrical or other performance.
- Y** **Radio/television/play (or other media) script**
Works originally produced for broadcast or public performance.

- Z Reference plate lists**
Notes referring to or identifying illustrations and accompanying captions for a work to be published.
- AA Research material**
Preliminary text, such as notes, published material and other *written* items indicated as background resources for an author's/ illustrator's works, whether these are published or not. *Excludes* visual/illustrative material (see C).
- AB Short story**
A work of prose fiction that differs in magnitude from a novel.
- AC Slide**
A transparent image mounted in rigid format and designed for projection.
- AD Transcription of talk**
Reproduction in print form of a talk, edited or unedited, and originally delivered orally and tape recorded.
- AE Videorecording**
A recording designed for television playback.

Appendix 5 Management Committee Terms of Reference

LU REES ARCHIVES MANAGEMENT COMMITTEE Terms of Reference

Role and Purpose

- 1 Management of the Lu Rees Archives is vested in the Lu Rees Archives Management Committee.
- 2 The Lu Rees Archives Management Committee is responsible for policy decisions concerning the Lu Rees Archives, and for control of Children's Book Council of Australia, ACT Branch, Inc., funds relating to the Lu Rees Archives.
- 3 The Lu Rees Archives Management Committee advises the University Librarian, University of Canberra, on the operation of the Lu Rees Archives. However, it does not have the power to direct the University Librarian in relation to Library matters.

Membership

- 4 Membership of the Lu Rees Archives Management Committee is drawn from the following four groups:
 - *ex officio*: President, Children's Book Council of Australia, ACT Branch, Inc. University Librarian, University of Canberra, or University Librarian's representative Curator, National Archives, Children's Book Council of Australia
 - *other members*: other members of the Management Committee are drawn from The Children's Book Council of Australia, ACT Branch, Inc., and from University of Canberra academic staff with a teaching or research interest in the Lu Rees Archives
 - *library representatives*: representatives nominated by the Director-General, National Library of Australia, and ACT Librarian, ACT Library Service, are invited to join the Committee
 - *co-opted members*: the Lu Rees Archives Management Committee has the power to co-opt additional members as it sees fit.

Office Holders

- 5 The Lu Rees Archives Management Committee shall elect a Chairperson, Secretary and Treasurer from its membership at the last meeting of the Committee in each calendar year, to hold office for the following year.

Changes to These Terms of Reference

- 6 The Lu Rees Archives Management Committee is a Committee of the Children's Book Council of Australia, ACT Branch, Inc., and reports to the ACT Branch. These Terms of Reference are approved by the ACT Branch, and any changes to them must be approved by the ACT Branch.

Adopted 1990

Appendix 6 Statement of Objectives

Lu Rees Archives Statement of Objectives

The objectives of the Lu Rees Archives are to

- build a research collection of Australian children's literature for present and future researchers
- provide ready access to facilitate research
- provide efficient and effective reference services to clients
- implement preservation and conservation strategies for safeguarding the collection
- promote the resources for study and research purposes
- network proactively to build and maintain links with other organizations and collections
- secure financial resources for maintaining and developing the collection

These objectives are elaborated upon in the tables following. Strategies are identified to achieve the objectives, performance measures or outcomes, the timeframe within which these will be achieved, and those responsible for achieving the objectives.

Key to Responsibility Codes

MC	=	Lu Rees Archives Management Committee
CDM	=	Collections Development Manager
LRA staff	=	Lu Rees Archives Administrative Assistant
Library	=	the Library, University of Canberra

Objectives	Strategies to achieve objectives	Performance measures or outcomes	Timeframe	Responsibility
<i>Collection Development</i>	<i>Collection Development</i>	<i>Collection Development</i>	<i>Collection Development</i>	<i>Collection Development</i>
C1 represent the published works of Australian children's authors & illustrators	CS1 build complete collections of major creators and representative collections of other creators	CP1 Muir & White bibliographies checked; creator & publisher contacted	CT1 biennial	CR1 LRA staff, CDM
C2 demonstrate developments in authors'/illustrators' work	CS2 seek donations of school magazines & other relevant historical resources	CP2 major sources identified & acquired	CT2 ongoing	CR2 LRA staff, CDM
C3 collect overseas editions	CS3 elicit assistance from Australian & overseas publishers/authors/illustrators	CP3 publishers & creators donate books	CT3 annually	CR3 LRA staff, CDM
C4 provide information on authors' & illustrators' careers	CS4 collect biographical & autobiographical material	CP4 all LRA files contain such material	CT4 ongoing	CR4 LRA staff, CDM
C5 provide resources about the creative process	<ul style="list-style-type: none"> • CS5 collect pre-publication material such as manuscripts, galleys, proofs, dummies, inprocess & completed artwork, & examples of editing process • CS6 pursue donations under Cultural Gifts Program 	<ul style="list-style-type: none"> • CP5 appropriate donors targeted & donations acquired • CP6 achieve at least 2 donations 	CT5 annually CT6 annually	<ul style="list-style-type: none"> • CR5 LRA staff, CDM • CR6 CDM, LRA staff
C6 represent publishing & editing process	CS7 acquire children's publishers' archives	CP7 acquire 2 collections	CT7 target met	CDM, LRA staff
C7 represent research literature	CS8 collect higher degree theses, published & unpublished research	CP8 theses, unpublished and published research acquired	CT8 ongoing	CR8 LRA staff, CDM

MC = Lu Rees Archives Management Committee; CDM = Collection Development Manager; LRA Staff = Lu Rees Archives Administrative Assistant; Library = the Library, University of Canberra

Objectives	Strategies to achieve objectives	Performance measures or outcomes	Timeframe	Responsibility
<i>Collection Development</i>	<i>Collection Development</i>	<i>Collection Development</i>	<i>Collection Development</i>	<i>Collection Development</i>
C8 represent secondary literature	CS9 seek complimentary/review copies of Australian journals & published critical works	CP9 acquire 85% of such material	CT9 annually	CR9 LRA staff, CDM
C9 document the critical reception of creator's works	CS10 collect reviews, articles and award material	CP10 sources identified; 50% of files updated from prioritised list	CT10 annually	CR10 LRA staff, CDM
C10 engage in cooperative collection building with related organisations	CS11 identify, compare and agree upon collections' scope and depth	CP11 collection development determined	CT11 ongoing	CR11 LRA staff, CDM
C11 foster view of Archival resources as a shared national collection	<ul style="list-style-type: none"> • CS12 develop & maintain relationships with related institutions • CS13 liaise with National Library of Australia 	<ul style="list-style-type: none"> • CP12 relationships established • CP13 frequent contact with National Library 	<ul style="list-style-type: none"> • CT12 ongoing • <i>CT13 target met</i> 	<ul style="list-style-type: none"> • CR12 MC • CR13 LRA staff, CDM, MC
C12 collaborate in collection development of special formats, such as film & audio, which require special preservation & conservation strategies	CS14 encourage National Film & Sound Archives, & National Library of Australia to collect special formats	CP14 identify staff and communicate	CT14 biennially	CR14 LRA staff, CDM

MC = Lu Rees Archives Management Committee; CDM = Collection Development Manager; LRA Staff = Lu Rees Archives Administrative Assistant; Library = the Library, University of Canberra

Objectives	Strategies to achieve objectives	Performance measures or outcomes	Timeframe	Responsibility
<i>Access</i>	<i>Access</i>	<i>Access</i>	<i>Access</i>	<i>Access</i>
A1 provide bibliographic access to published material	AS1 catalogue resources onto UC Library Sanderson's Library System	AP1 cataloguing backlog remains below 20% of outstanding volumes	AT1 annually	AR1 Library
A2 facilitate use of related resources	<ul style="list-style-type: none"> AS2 house related materials in close proximity AS3 provide space for examination of resources 	<ul style="list-style-type: none"> AP2 materials stored in close proximity AP3 appropriate space provided 	<ul style="list-style-type: none"> AT2 target met AT3 target met 	<ul style="list-style-type: none"> AR2 LRA staff, Library AS3 LRA staff, Library
A3 enable researchers to access internal & external resources	AS4 provide networked and Internet connections	AP4 connections achieved	AT4 target met	AR4 Library
A4 provide access to resources	<ul style="list-style-type: none"> AS5 maintain & update appropriate databases AS6 mount manuscripts on Register of Australian Archives & Manuscripts (RAAM) AS7 create finding aids to the collection 	<ul style="list-style-type: none"> AP5 databases reviewed & updated AP6 manuscripts added to RAAM AP7 one finding aid created 	<ul style="list-style-type: none"> AT5 annually AT6 annually AT7 annually 	<ul style="list-style-type: none"> AR5 LRA staff AR6 LRA staff AR7 LRA staff, volunteers
A5 offer research links to related collections	<ul style="list-style-type: none"> AS8 identify websites of interest & include these on the Archives' website 	AP8 websites added to Archives' website	AT8 annually	AR8 LRA staff

MC = Lu Rees Archives Management Committee; CDM = Collection Development Manager; LRA Staff = Lu Rees Archives Administrative Assistant; Library = the Library, University of Canberra

Objectives	Strategies to achieve objectives	Performance measures or outcomes	Timeframe	Responsibility
<i>Service to Clients</i>	<i>Service to Clients</i>	<i>Service to Clients</i>	<i>Service to Clients</i>	<i>Service to Clients</i>
S1 provide efficient & effective collection management & reference services	<ul style="list-style-type: none"> SS1 increase provision of trained staff SS2 identify proportion of staff time for reference services SS3 prioritise type & level of reference services to match staff resources 	<ul style="list-style-type: none"> SP1 staff increased by 15% (from 14 to 16 hrs per wk) SP2 reference service time calculated SP3 appropriate reference services determined 	<ul style="list-style-type: none"> ST1 2001 ST2 end 2001 ST3 start 2002 	<ul style="list-style-type: none"> SR1 CBCA SR2 MC, CDM, LRA staff SR3 MC, CDM, LRA staff
S2 satisfy all information & research requests both on & off campus	SS4 provide staff to satisfy requests	SP4 95% requests satisfied	ST4 annually	SR4 CBCA
S3 serve needs of local, national & international researchers	<ul style="list-style-type: none"> SS5 provide electronic communication SS6 record & use research requests to determine, guide & enhance services 	<ul style="list-style-type: none"> SP5 electronic communication provided SP6 research requests guide forward planning 	<ul style="list-style-type: none"> ST5 target met ST6 annually 	<ul style="list-style-type: none"> SR5 LRA staff, Library SR6 LRA staff
S4 attract researchers	SS7 offer Visiting Scholar position	SP7 Visiting Scholar position offered & filled	ST7 2002	SR7 MC, sponsors
S5 offer various communication service points	SS8 maintain telephone, voicemail, facsimile, email & website facilities	SP8 facilities offered	ST8 target met	SR8 LRA staff, Library

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Objectives	Strategies to achieve objectives	Performance measures or outcomes	Timeframe	Responsibility
<i>Preservation & Conservation</i>	<i>Preservation & Conservation</i>	<i>Preservation & Conservation</i>	<i>Preservation & Conservation</i>	<i>Preservation & Conservation</i>
P1 provide appropriate environmental conditions	PS1 ensure standard environmental measures are achieved, including temperature & humidity, lighting, wall, floor & window treatments	PP1 survey completed and targets set	PT1 end 2001	PR1 Library
P2 protect against pest infestation	PS2 provide quarantine area for receiving and checking material	PP2 area provided	<i>PT2 target met</i>	PR2 Library
P3 store resources appropriately	PS3 use standard conservation techniques & archival storage	PP3 standards followed	PT3 ongoing	PR3 MC
P4 preserve individual resources	PS4 ensure appropriate handling & storage of resources	PP4 standards followed	PT4 ongoing	PR4 MC, LRA staff
P5 safeguard staff & clients in event of emergency	PS5 follow library's emergency plan for evacuating & safeguarding staff & clients	PP5 LRA staff trained & procedures followed	PT5 end 2000	LRA staff
P6 safeguard collections in event of emergency	<ul style="list-style-type: none"> • PS6 institute measures to safeguard collections in the event of emergency • PS7 determine value of items in collection & prioritise handling these 	<ul style="list-style-type: none"> • PP6 determine measures • PP7 values determined & items prioritised 	<ul style="list-style-type: none"> • PT6 end 2001 • PT7 end 2001 	<ul style="list-style-type: none"> • PR6 MC • PR7 MC

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Objectives	Strategies to achieve objectives	Performance measures or outcomes	Timeframe	Responsibility
<i>Preservation & Conservation</i>	<i>Preservation & Conservation</i>	<i>Preservation & Conservation</i>	<i>Preservation & Conservation</i>	<i>Preservation & Conservation</i>
P7 safeguard computerised information systems	<ul style="list-style-type: none"> • PS8 institute standard computer backup systems • PS9 store duplicate sets of backup disks appropriately • PS10 ensure content of computer disks is migrated as appropriate 	<ul style="list-style-type: none"> • PP8 systems established • PP9 disks stored appropriately • PP10 disks recorded to enable migration at appropriate time 	<ul style="list-style-type: none"> • <i>PT8 target met</i> • <i>PT9 target met</i> • <i>PT10 ongoing</i> 	<ul style="list-style-type: none"> • PR8 LRA staff • PR9 LRA staff • PR10 LRA staff
P8 maintain awareness of preservation & conservation issues	PS11 maintain relationship with University's Cultural Heritage Management Program & other institutions' conservation units	PP11 relationship established	<i>PT11 target met</i>	PR11 CDM, LRA staff, MC

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Objectives	Strategies to achieve objectives	Performance measures or outcomes	Timeframe	Responsibility
<i>Marketing & Promotion</i>	<i>Marketing & Promotion</i>	<i>Marketing & Promotion</i>	<i>Marketing & Promotion</i>	<i>Marketing & Promotion</i>
M1 raise profile within stakeholding groups (CBCA, UC, other Australian universities, National Library of Australia, ACT Library Service, etc)	<ul style="list-style-type: none"> • MS1 utilise existing publications of these organisations better, including cross-promotional and support of related organisations • MS2 make representation & provide material at relevant conferences & events • MS3 provide news items for specialist, interest-group and general media • MS4 include LRA in UC library materials • MS5 provide hotlinks within website • MS6 inform educational institutions with interests Australian children's literature of material held & encourage use • MS7 improve journal frequency / regularity 	<ul style="list-style-type: none"> • MP1 Archives promoted in at least 2 publications • MP2 materials provided to at least 2 conferences and events • MP3 news items provided to at least 2 outlets • MP4 LRA included in library materials • MP5 hotlinks reviewed and maintained • MP6 educational institutions identified & information sent • MP7 journal regularity improved 	<ul style="list-style-type: none"> • MT1 annually • MT2 annually • MT3 annually • MT4 as materials are updated • MT5 ongoing • MT6 end 2001 • MT7 end 2001 	<ul style="list-style-type: none"> • MR1 MC • MR2 LRA staff • MR3 MC • MR4 Library • MR5 LRA staff • MR6 MC, LRA staff • MR7 MC

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Objectives	Strategies to achieve objectives	Performance measures or outcomes	Timeframe	Responsibility
<i>Marketing & Promotion</i>	<i>Marketing & Promotion</i>	<i>Marketing & Promotion</i>	<i>Marketing & Promotion</i>	<i>Marketing & Promotion</i>
M2 communicate with existing donors & potential donors	<ul style="list-style-type: none"> MS8 maintain active correspondence with existing & potential donors MS9 disseminate a journal MS10 develop public profile through media, as well as improving profile among stakeholders to highlight use of existing material 	<ul style="list-style-type: none"> MP8 three-five creators targeted MP9 journal disseminated MP10 LRA profiled in 2 media outlets/stakeholders groups 	<ul style="list-style-type: none"> MT8 annual MT9 target met MT10 annually 	<ul style="list-style-type: none"> MR8 CDM, LRA staff MR9 MC MR10 MC
M3 publicise growth & direction of Archives to general public	<ul style="list-style-type: none"> MS11 publish a journal MS12 organise exhibitions MS13 arrange public openings & talks MS14 regularly update promotional material MS15 seek promotion & publicity opportunities in general and specialist media 	<ul style="list-style-type: none"> MP11 journal published MP12 one exhibition organised MP13 one opening and talk arranged MP14 material reviewed MP15 one-two opportunities identified and achieved 	<ul style="list-style-type: none"> MT11 target met MT12 biennially MT13 annually MT14 annually MT15 annually 	<ul style="list-style-type: none"> MR11 MC MR12 MC, LRA staff MR13 MC, CDM, LRA Staff MR14 MC, LRA staff MR15 MC

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Objectives	Strategies to achieve objectives	Performance measures or outcomes	Timeframe	Responsibility
<i>Marketing & Promotion</i>	<i>Marketing & Promotion</i>	<i>Marketing & Promotion</i>	<i>Marketing & Promotion</i>	<i>Marketing & Promotion</i>
M4 increase researchers' awareness of LRA	<ul style="list-style-type: none"> MS16 maintain & enhance website MS17 create hotlinks to appropriate research & literature websites MS18 encourage mutual cross-promotion through website links MS19 seek representation/provide material at conferences MS20 publish a journal MS21 investigate producing refereed journal, or incorporating section in existing journal MS22 actively seek deposit of relevant theses and other research MS23 require acknowledgment of LRA resources by researchers in published material MS24 encourage researchers to write for journal 	<ul style="list-style-type: none"> MP16 website reviewed & enhanced MP17 at least 3 hotlinks created MP18 contact with related websites made & links achieved MP19 two relevant conferences identified and material provided MP20 journal published MP21 identify relevant journal for LRA insert MP22 theses and research identified & acquired MP23 acknowledgment appears MP24 researchers identified and communicated with 	<ul style="list-style-type: none"> MT16 annually MT17 annually MT18 end 2002 MT19 annually MT20 target met MT21 target met MT22 annually MT23 ongoing MT24 end 2001 	<ul style="list-style-type: none"> MR16 LRA staff MR17 LRA staff MR18 CMD, LRA staff MR19 MC, LRA staff MR20 MC MR21 CDM, LRA staff MR22 LRA staff MR23 LRA staff MR24 MC

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Objectives	Strategies to achieve objectives	Performance measures or outcomes	Timeframe	Responsibility
<i>Marketing & Promotion</i>	<i>Marketing & Promotion</i>	<i>Marketing & Promotion</i>	<i>Marketing & Promotion</i>	<i>Marketing & Promotion</i>
M5 promote excellence in research in Australian children's literature	MS25 offer award to recognise excellent research MS26 establish Visiting Scholar program MS27 offer supervised learning experiences for students	MP25 identify collaborative partner to undertake task MP26 Visiting Scholar program established MP27 two experiences completed	MT25 start 2002 MT26 start 2001 MT27 annually	MR25 MC MR26 MC MR27 CDM, LRA staff
M6 build and maintain links with other organizations and collections	<ul style="list-style-type: none"> MS28 Identify institutions and organizations with similar aims and contact them for information exchange MS29 Identify one aspect of the LRA and target an institution for a collaborative project 	<ul style="list-style-type: none"> MP28 Target 3 over 3 years MP29 Complete 3 projects 	MT28 1 per year MT29 complete over 3 yrs	CDM & LRA

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Objectives	Strategies to achieve objectives	Performance measures or outcomes	Timeframe	Responsibility
<i>Financial Aspects</i>	<i>Financial Aspects</i>	<i>Financial Aspects</i>	<i>Financial Aspects</i>	<i>Financial Aspects</i>
F1 secure financial stability	<ul style="list-style-type: none"> • FS1 seek permanent funding • FS2 seek corporate sponsors • FS3 make sponsorship approaches to relevant organisations • FS4 promote Archives as worthy of endowment • FS5 seek benefactors • FS6 attract funds for Visiting Scholar 	<ul style="list-style-type: none"> • FP1 permanent funding secured • FP2 corporate sponsors secured • FP3 organisation sponsors secured • FP4 package to promote Archives developed • FP5 benefactors secured • FP6 funds for Visiting Scholar secured 	<ul style="list-style-type: none"> • FT1 ongoing • FT2 ongoing • FT3 ongoing • FT4 ongoing • FT5 ongoing • FT6 ongoing 	<ul style="list-style-type: none"> • FR1 MC • FR2 MC • FR3 MC • FR4 MC • FR5 MC • FR6 MC
F2 acquire resources for projects	FS7 apply for grants	FP7 grants received	FT7 biennial	FR7 CDM, MC
F3 develop sources of self-generated income	FS8 identify & develop saleable products	FP8 saleable products developed	FT8 ongoing	FR8 MC
F4 seek funding for multidisciplinary projects	FS9 seek relevant collaborative partners	FP9 partners found	FT9 ongoing	FR9 CDM, MC
F5 broaden support base	FS10 investigate developing individual & institutional subscriptions	FP10 subscriptions instituted	FT10 ongoing	FR10 MC

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