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NEW SOUTH WALES

NSW Public Library Local Studies Audit 2020

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Local studies audit 2020

Introduction

The State Library of NSW (The State Library) and the NSW public library network play a key role in developing, maintaining and providing access to collections that document the history and development of local communities across NSW.

In 2004 the State Library commissioned an audit of local history collections across the NSW public library network which led to the publication of the *Digital Practice Guidelines for public libraries* (guidelines updated in 2011). In late 2013 and early 2014 we undertook another detailed investigation of local studies collections and services. This led to a seminar, *Digital collecting for NSW public library staff*^d and some information sessions about local studies and digital collecting, including the *Portable collecting project*².

In 2020 the State Library decided to undertake a new local studies audit. Emails were sent inviting NSW public libraries to participate in March 2020. The deadline for responses was extended to October due to the COVID-19 pandemic.

From the 128 councils in NSW, 111 responses were received including data from an additional nine councils that are part of regional libraries. This provided a response from 120 councils overall.

By cohort

Cohort name	Number of libraries completing	Percentage of libraries completing
Rural regional library member	25	22.5%
Rural standalone	18	16%
Urban large	21	19%
Urban medium	25	22.5%
Urban small	22	20%
Total	111	

By location

Location	Number of libraries completing	Percentage of libraries completing
Rest of NSW	79	71%
Greater Sydney ³	32	29%
Total	111	

¹ *Digital collecting for NSW public library staff* blog post 17 June 2019 <https://www.sl.nsw.gov.au/blogs/digital-collecting-nsw-public-library-staff-resources-seminar> (accessed 28 September 2021)

² *Portable local studies project update for NSW public libraries* blog post 4 February 2020 <https://www.sl.nsw.gov.au/public-library-services/blogs/portable-local-studies-project-update-nsw-public-libraries>

³ For areas included in this definition see <https://www.sl.nsw.gov.au/public-library-services/content/digital-practice-guidelines-public-libraries-0>

Policies and strategies

Most NSW public libraries have a local studies collection. For more detail about this see the responses for question 2. Future references will show the question number in parentheses, for example (q2) to make it easy to find the information later in the report. For approximately 80% of libraries this is supported by a collection plan or is part of the overall collection plan (q3). 71% of the libraries do not have a preservation plan [for analogue, digital or both (q5)]. This is concerning because preservation is key to the long-term survival of the items.

41% of respondents did not know if their council or library had a disaster plan or disaster recovery plan, 26% of respondents were *not sure* (q7). It is likely that some of these councils have disaster recovery plans, which needs to be communicated to library staff, so library activities may be integrated.

Acquisition

The acquisition methods demonstrate that a mix of proactive (creating content, actively seeking donations and new material to purchase) and reactive (accepting donations offered and buying suggested material) methods can be used to develop a local studies collection (q8). Content acquisition includes collecting fliers about local information, archiving websites, writing blog posts and stories for websites or exhibition panels, as well as providing research for local organisations giving talks.

Most libraries are undertaking reactive acquisition methods. 98.15% are accepting relevant donations, and 88.89% are buying suggested, relevant items. Smaller percentages of libraries actively seek and purchase local studies material (74%) and actively seek relevant donations (52.78%). There is a risk that community groups and individuals may not know to suggest their publications for purchase or may not offer material for donation. It highlights the importance of libraries being active in their acquisition, seeking information from a wider range of people in the community. This can be done to complement donations and suggestions.

It is encouraging to see that partnerships assist in some libraries (44.44%) acquiring material. It is also of note that about half the libraries (40.74%) are recording oral histories, half (50.93%) are taking photographs of local places and events, and that one fifth (21.3%) are creating other content.

Significance to the area (q9) is the top criteria for acquiring local studies material. This response was provided by all survey participants. This was followed by uniqueness, storage requirements and condition.

Survey respondents were asked how they used demographic data for their area as a factor in collecting (q10). 27% of the respondents said it had no influence, while 56% provided examples of how they are using demographic data to influence their collecting. For example:

It informs what CALD groups we should be approaching for material. We collaborate with the CALD team at the library to leverage contacts in the community.

We have a substantial [name of Aboriginal language] population and actively seek to compile their contributions and add to our Aboriginal collection with local focus.

Not considering demographic information may lead to biased local studies collections which only represents part of the community, but which people may think reflects the whole community. It could be as obvious as not collecting much information by or about women, but it can highlight the importance of considering a range of demographic data as part of planning local studies collecting.

Weeding or deaccessioning

Approximately 48% of respondents were weeding their collections while approximately 49% were not (q11). For those weeding their local studies collection, 37% had a weeding policy (q12). Items were often disposed via donation to other organisations, but some recycling of items was also evident (q13).

Changes to local studies

People were asked to reflect on changes to their local studies collecting practice over the last five years (q14). The equal top responses were that there had been no changes and that there had been an increase in digital collecting. Other changes included collecting different subject areas such as collecting information about local Aboriginal people, demographic change, bushfires, and COVID-19. For some there had been an increase in collecting oral histories.

Local studies budget and staff

41% of libraries have a local studies budget, for others indicated that funds are drawn from other library budgets (q18). Some libraries provided budget information (q19).

Questions about staffing were included in the survey. 37 respondents indicated that local studies is part of general duties with no specific allocated time. For the libraries with designated staff time, the amount ranged from 0.004 EFT to 5.5 EFT (q 21). The staff who work in local studies are predominately librarians, but there are also significant numbers of library technicians (q22). Other staff working in the area include archivists and those with history qualifications, with some having no relevant qualifications.

Even in libraries with allocated local studies time, less than 10% of staff spend most of their time on local studies work (q 23), and over 45% of staff who work in local studies spend 30% or less of their time in this area. The other work they do included desk shifts, cataloguing and a wide range of other library duties. There are a wide range of training needs for staff in local studies (q24) from general local studies training to digitisation, preservation, collection management and cataloguing.

Indigenous staff, collections, and protocols

No public library in NSW has Aboriginal and Torres Strait Islander staff who work in local studies (q25). Around one quarter of the libraries actively seek information about Aboriginal and Torres Strait Islander people to purchase for local studies or accept relevant donations on this topic. Around 18% of libraries collect little about Aboriginal and Torres Strait Islander

people from their area (q26). Some libraries mentioned working with local Aboriginal people which is important. Few libraries had awareness of protocols or workflows for collecting Indigenous material, but this is not surprising considering how little is being collected in this area (q28).

Local studies collections

Detailed information was collected about local studies items by format, including whether analogue or digital (q29). Responses indicated a total of 2.9 million items plus 11,900 linear metres and 7,600 gigabytes of content. Note that together these three numbers provide the approximate size of the local studies collection across NSW as information. These total figures are impressive for a state wide distributed collection, but the detail by format is even more interesting. Around 62% of these local studies collections are analogue items. Condition reports are available in appendix 1 (q31).

75% of libraries indicated that they are collecting analogue material from local community groups, with 72% collecting council publications, and 64% collecting items from local schools. The top seven collecting areas were in analogue format, with the top digital collecting being council publications and papers at 36% (q32).

Cataloguing and indexing

There was wide variation in the amount of local studies material being catalogued, with 16% of respondents cataloguing between 91% and 100% of the local studies collection, and 21% cataloguing 40% or less (q33). Staff time, budget and staff skills were the three highest factors in this (q34). A very small percentage of local studies cataloguing is outsourced (q35).

The library staff use a range of standards for cataloguing including Library of Congress Subject Headings, Resource Description and Access, Geographical Names Standards, and the Australian Pictorial Thesaurus (Q36).

23.47% (23) of respondents contribute all their local studies records to Trove, with a further 24.49% (24) of councils contributing some of their records. These low numbers lead to challenges in searching for local studies material (q37). Questions 38 and 39 asked the percentage of image and oral history collections on Trove. A small number of libraries index some of their local studies material, mainly newspapers (q40).

Almost half the libraries provide easy access to copyright information through their catalogues (q41), however almost 30% have the same message regardless of the copyright status, which is likely to be inaccurate and confusing for the community.

24% of libraries allow the community to provide comments on local studies collections through social media. 37% accept comments and information given to staff via email or in person. A small number of libraries had library management systems (8%) or discovery platforms (6%) which allowed people in the community to directly provide information (q42).

Digitisation and digitised collections

41% of libraries have a current digitisation program with an additional 10% having had one in the past (q43). The types of items digitised varied between libraries (q44) as did the processes (q45). The top areas of information and practice which would assist in digitisation are detailed information about digitisation project management with examples of the full life cycle of a project, hands on technical training in digitisation, and detailed information about best practice digital preservation standards (q47).

The responses to question 50 demonstrate the range of cataloguing description, access and interaction provided by the libraries. Some, and often limited, access is provided offsite for digital content (q51) as not all digital content is online. Question 51 provides details of offsite access to local studies collections. This is limited because few libraries have digital files attached to their content management systems.

Local studies service and access

The space provided for the local studies collection varied from 1 metre to over 245 square metres (q55). Some libraries had additional local studies storage space (q56). Question 57 asked about special conditions for storing local studies collections, some libraries had areas with temperature and humidity controls. It was rare for clients to have complete access to the local studies collection (q58 and 59). Some libraries organised programs, exhibitions and displays to assist with the awareness of the collection (q62), as well as social media and newsletters (q63). There was limited evaluation of local studies collections and services (q66, 67, 68, 69, 70, 71).

Policies and strategies

Questions about local studies collections, policies and strategies were included in the survey.

Q 2 Does your library have a local studies collection?

	percentage	Number of responses
Yes	96.33%	105
No	3.67%	4

Two libraries skipped this question.

This data indicates that most public libraries have local studies collections.

Q 3 Does your library have a collection development/management policy/plan/strategy which includes local studies?

	percentage	Number of responses
Yes	64.81%	70
No	19.44%	21
We have a separate local studies collection development or management policy, plan, or strategy	15.74	17

Three libraries skipped this question.

Some of the comments provided more detail about how local studies fitted with the council strategy, or that the collection plan was part of the regional library collection plan. Others mentioned that collection plans were either in the process of being updated or needed to be updated.

Q 4 When was the local studies component of the collection development or management policy, plan or strategy or the local studies collection development or management policy, plan or strategy updated?

▼ Within the last year	18.63%	19
▼ Between one year less than two years	18.63%	19
▼ Between two years less than five years	26.47%	27
▼ Between five years less than ten years	12.75%	13
▼ More than ten years ago	3.92%	4
▼ Not sure	19.61%	20

The comments included details about the frequency of update for the relevant collection plan. Some councils noted the COVID-19 pandemic was delaying updates.

Q 5 Does the library have a preservation plan for the local studies collection?

ANSWER CHOICES	RESPONSES	
▼ Yes and it includes digital preservation	16.04%	17
▼ Yes but it does not include digital preservation	3.77%	4
▼ Yes but it is for digital preservation not other preservation	8.49%	9
▼ No	71.70%	76
TOTAL		106

Most of the responses do not show planning documentation for preservation of analogue formats or digital preservation. 16.4% of the responses show preservation plans for all formats. It is possible that some actions are being taken, without policy backing.

This has been listed as a priority for upcoming projects. Any activities undertaken using the local studies collection are guided by principles of active and passive preservation as well as possible (proper handling, ensuring adequate and appropriate storage etc) but there is no formal policy.

Local policies for storage can provide a complex environment for preservation.

We are digitising photographs, maps, subdivision plans and other high-use materials. Files are stored on two external hard-drives (one is a backup for the other) and also backed up to another council server. There is no backup outside the organisation as council IT policies won't allow it. Scanning standards are per the National Library of Australia digitisation standards and guidelines.

If little digital content is being collected or little content digitised, it may delay thinking about the need for digital preservation. As noted in the comment below, preservation can seem too complicated or a luxury item.

While the library management plan outlines the aims to collect, preserve and create access to local history collections there is no formal preservation plan. With resources tight at all times, when topics such as digital preservation are discussed then it is often a "too hard topic". Cloud access may assist with preservation.

Q 6 When was the preservation plan for the local studies collection updated?

▼ We don't have a preservation plan	63.37%	64
▼ Within the last year	3.96%	4
▼ Between one year less than two years	4.95%	5
▼ Between two years less than five years	6.93%	7
▼ Between five years less than ten years	4.95%	5
▼ More than ten years	2.97%	3
▼ Not sure	12.87%	13
TOTAL		101

Libraries with preservation plans are not reviewing them as regularly as they are reviewing their collection plans. As stated by one respondent:

The preservation plan is very much based on a wish list at this stage

Q 7 Does the library or council have a disaster plan or a disaster recovery plan which includes the library’s local studies collection?

▼ Yes there is a council disaster plan which includes it	12.26%	13
▼ Yes there is a library disaster plan which includes it	19.81%	21
▼ Not sure	26.42%	28
▼ No	41.51%	44
TOTAL		106

30% of the respondents had a disaster plan or a disaster recovery plan. The remaining respondents did not have a plan or were not sure if they had a plan.

There were indications that the library disaster recovery plan implicitly included local studies
*Not a dedicated disaster recovery plan with Local studies specifically in mind
however we do have a generic recovery plan, buckets, mops, paper towels, separating material for drying etc.*

Some of the methods may still not provide an effective way of protecting the local studies collection
Apart from USB storage at an off-site location, no there is not a disaster recovery plan

Acquisition

This section looks at the methods libraries use to obtain new items for their local studies collections.

Q 8 Indicate which methods you use to acquire new items for the local studies collection.

▼ We actively seek and purchase local studies material	74.07%	80
▼ We purchase items that are suggested and are relevant to our local area	88.89%	96
▼ We actively seek donations that are relevant to our local area	52.78%	57
▼ We accept donations that are offered and relevant to our local area	98.15%	106
▼ Through partnerships with other organisations	44.44%	48
▼ We commission content (for example paying people to take photographs or record oral histories)	14.81%	16
▼ We take photographs of local places and events	50.93%	55
▼ We record oral histories	40.74%	44
▼ We create other content (please describe in the comments section)	21.30%	23
Total Respondents: 108		

Most libraries are collecting through reactive methods of accepting relevant donations (98.15%) and purchasing items that are suggested and relevant (88.89%). Smaller percentages of libraries actively seek and purchase local studies material (74%) and actively seek donations that are relevant (52.78%). The risk is that community groups and individuals may not know to suggest their publications for purchase or may not offer material for donation. It highlights the importance of libraries being active in their acquisition, seeking information from a wider range of people in the community. This can complement the existing donations and suggestions.

It is encouraging to see that partnerships assist some libraries (44.44%) in acquiring material. It is also of note that just over 40% of libraries (40.74%) are recording oral histories, half (50.93%) are taking photographs of local places and events, and that one fifth (21.3%) are creating other content.

These acquisition methods demonstrate that a mix of proactive (creating content, actively seeking donations and new material to purchase) and reactive (accepting donations offered and buying suggested material) methods can be used to develop a local studies collection. Libraries are also developing their collections by collecting fliers about local information, archiving websites, writing blog posts and stories for websites or exhibition panels, providing research for local organisations giving talks.

Partnerships for content include:

- NSW State Archives and Records Authority
- Historical societies
- Universities – some with students recording oral histories for the library
- Council staff taking photographs for the library

Q 9 Please indicate which of the following you would consider key criteria for acquiring local studies material?

▼ Significance to the area	100.00%	108
▼ Value (how much it cost as well as how much it is worth)	43.52%	47
▼ Condition	72.22%	78
▼ Uniqueness	83.33%	90
▼ Storage requirements (for the item) in the library	75.93%	82
▼ Storage requirements (for the item) online	32.41%	35
▼ Total space available for the whole local studies collection in the library	56.48%	61
▼ Total space available for the whole local studies collection online	26.85%	29
▼ Format	61.11%	66

All libraries selected ‘significance to the area’ as key in acquiring local studies material.

Donations are considered primarily in terms of their relevance to our local area and the collection, and their condition and format. We like to be confident that we can ensure the ongoing preservation and care of the item(s) being donated. If we don't have the resources, facilities, equipment etc to maintain the item, or if items pose a risk to the current collection because of their condition, they are unlikely to be accepted. If an item is in good condition but not relevant to our collection/local area, we would refer the patron to another collecting institution where appropriate.

Donations are declined primarily if they don't fit the collection development guidelines/scope of what we collect. Many people try to donate material that is just OLD, but not old and local. Sometimes these can be referred on to other agencies. Often they are not unique.

Condition is not key if the material has valuable content and could be copied, preserved and presented we would be interested in collecting it. Cost would be a factor if items were too expensive, and we could not raise funds to purchase. Storage would be key because of a lack of space to keep items onsite both as physical or digital format Uniqueness and significance to the area would be the top criteria above all others.

Q 10 How does local demographic data, for example the Census, influence your local studies collecting?

79 responses

22 of the 79 who answered, or 27.84%. respondents said local demographic data did not influence collecting. This seems an unusual approach to take as it makes it more likely the local studies collection does not reflect the community, as the following quote indicates.

We try not to let it- but you receive what content is available and for us that tends to be middle to upper class male dominated information.

12 of the 79 who answered, or 15.18% mentioned some aspects of using demographic data, or thinking about using demographic data for planning local studies collections or services.

Our area is very multicultural and so our LS collection probably needs to reflect that more than it currently does.

We have a lot of small rural communities, including some which are no longer populated, and information relevant to these communities including sporting clubs and schools, is sought after by the wider community.

The remaining 45 councils or, 56.96% provided examples of how they are using local demographic data to help plan for their local studies collecting.

We use it to consider what information we need to capture relating to changes in the demographic of the area

It informs what CALD groups we should be approaching for material. We collaborate with the CALD team at the library to leverage contacts in the community.

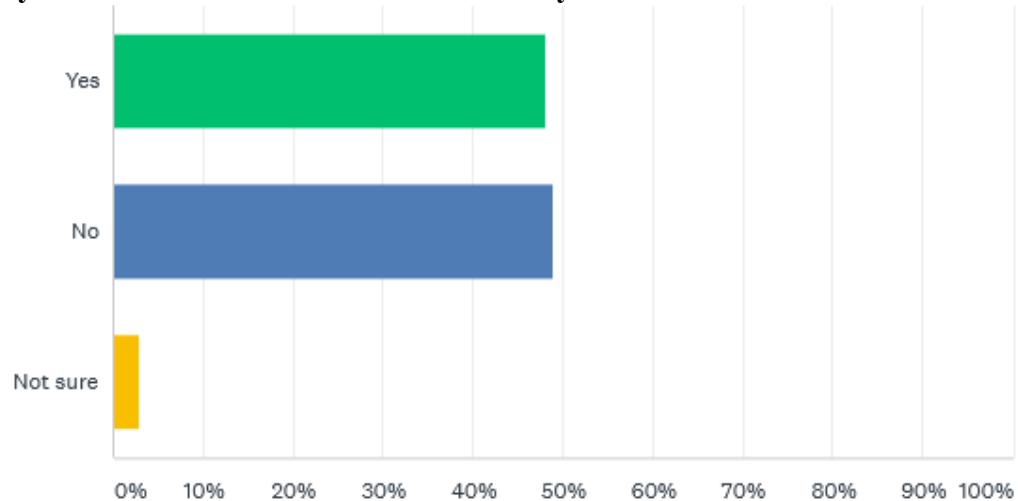
We have a substantial [name of Aboriginal language] population and actively seek to compile their contributions and add to our Aboriginal collection with local focus.

We try to capture material that reflects the ethnic diversity – particularly from the more established communities which generate more eg, Lebanese, Maltese and Turkish. We have oral histories, studies, Council reports, a few books (not many have yet been published) obituaries and newspaper articles. We also photograph the area to capture pictures of relevant shops, restaurants, businesses, landmarks and places of worship.

Weeding or deaccessioning

This section explores the removal of items from library local studies collections.

Q 11 Do you weed or deaccession material from your local studies collection?



51 libraries, or 48.11% answered yes to weeding or deaccessioning local studies material, 52 libraries, or 49.06% answered no with 3 libraries, or 2.83% answering not sure. For the libraries who weeded it was mostly about ensuring the focus of the collection.

Once the decision to include an item in the collection has been made, it is rarely weeded or deaccessioned. This is likely only to occur if there are multiple duplicates of an item or if something is not relevant to the collection and relates to another local government area, for example.

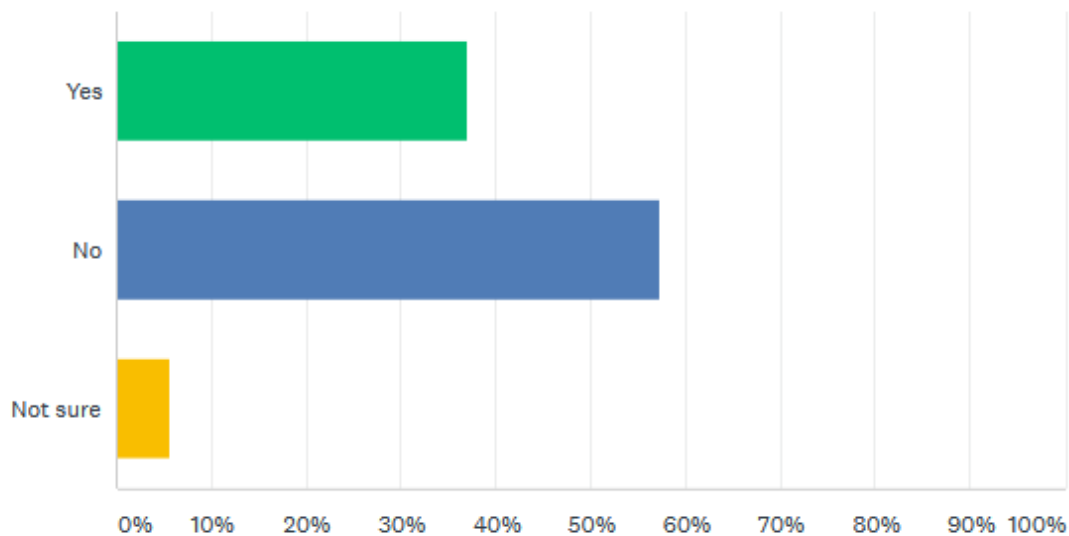
We weed finding aids. As we include family history material in our Local Studies Collection which includes some "how to" books, these are updated as required.

The assumption is that since the emphasis in this collection is on the history of the local area, any item accepted into this collection will retain its relevance in perpetuity, in its essential capacity to demonstrate the period it reflects. The aim is to be selective at the time of donation or purchase.

Not really, but we have been updating our digital collection so you could say we have been weeding our lower resolution files.

Very rarely

Q 12 Do you have a weeding or deaccessioning policy for local studies?



Most respondents did not have a weeding or deaccessioning policy with 62 libraries, or 57.41% answering no to this question. 40 libraries, or 37.04% answered yes, and 6 libraries, or 5.56% were not sure.

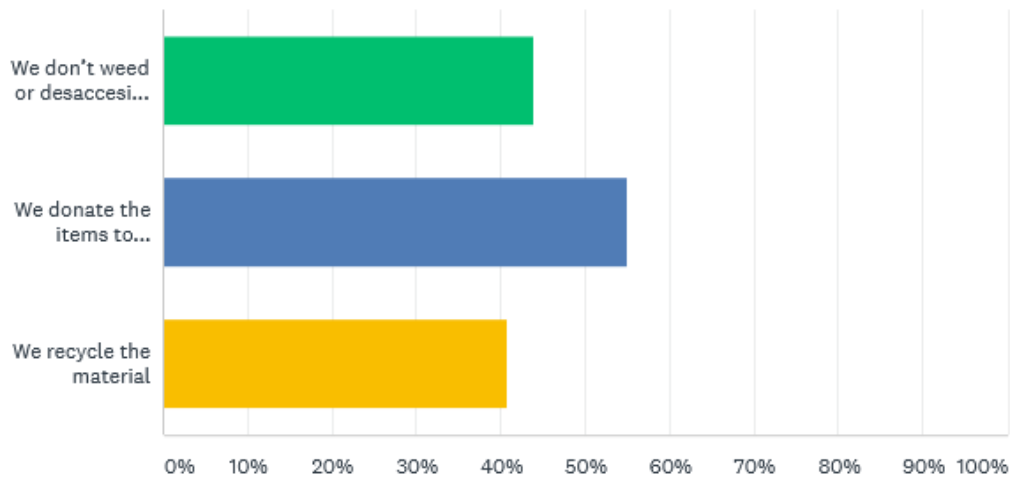
If we obtain a copy of an item that is in better condition than the copy we hold, we will delete the copy in poor condition

Weeding is addressed in the local studies collection development policy, but there is no separate weeding/deaccessioning policy.

There is policy that items that are being assessed at the library branches with local significance be referred to the Local Studies Librarian before deaccessioning for possible inclusion in Local Studies collection (usually books). In terms of items already in the collection this policy will be included in the collection development policy that is being drafted.

We retain all items as far as possible, replacing / repairing damaged and old items

Q 13 If you weed or deaccession from local studies, how do you dispose of the material?



43 libraries, or 43.78% do not weed or deaccession their local studies collections, 54 libraries, or 55.10% donate material to other organisations, with 40 libraries, or 40.82% recycling the material.

We would prefer to digitize or donate items rather than weed and discard.

On rare occasions when it is a book that we hold multiple copies of and is in bad condition we recycle it.

We will always offer items to other organisations in the first instance. Occasionally, items may end up in our general library book sale.

We donate to other libraries if relevant to their area.

Material would also be offered back to the owner or organisation who created the material if possible or practical. Items that are discarded would be recycled if practical and safe to do so.

Changes to local studies

Q 14 How has your library changed the collecting practices for local studies in the last four years?

These responses were open text. Similar responses are clustered in the following table.

Alphabetic order

Changes	Number of councils
amalgamation as catalyst for re-evaluation of kinds of collecting	4
changes in subjects collected - Aboriginal people, demographic change, bushfires/Covid-19	10
collecting material from local authors	1
collecting social media	4
collecting/recording oral histories	7
considering content creation - photographs, oral history and collaborations	1
determining copyright/owners for photographs	1
digitisation - various formats	12
digitisation of photographs on loan (original retained by owner)	2
donations from local collectors	1
focusing on collecting Council publications with changing formats	2
greater purchasing by auctions and other kinds of suppliers	1
identified themes and formats for contemporary collecting	1
improved access to resources via catalogue/changes to cataloguing	4
increase in digital collecting including recent content, photographs and other formats	19
increased emphasis on storage and access	2
increased preservation - digital and analogue	1
indexing local newsletters	1
less clippings from local papers	2
little active collecting	1
locally produced exhibitions	1
locally produced exhibitions to aid collecting	1
migrated DAM	1
need to increase photographs taken by staff	1
newsletters being emailed or downloaded rather than posted	3
newspaper access on Trove	1
no changes	19
not always collecting all works by local authors unless relevant to local studies	2
reluctance to accept donations	1
resource issues slow rate of collecting	1
staff creating content - photographs, video, audio	3
through DAM are seeking community content uploaded by community	1
trying other method of presenting information such as online tours	1
updated collecting policy	2
using social media to source donations	1
working towards comprehensive local studies collecting	2

By number of councils

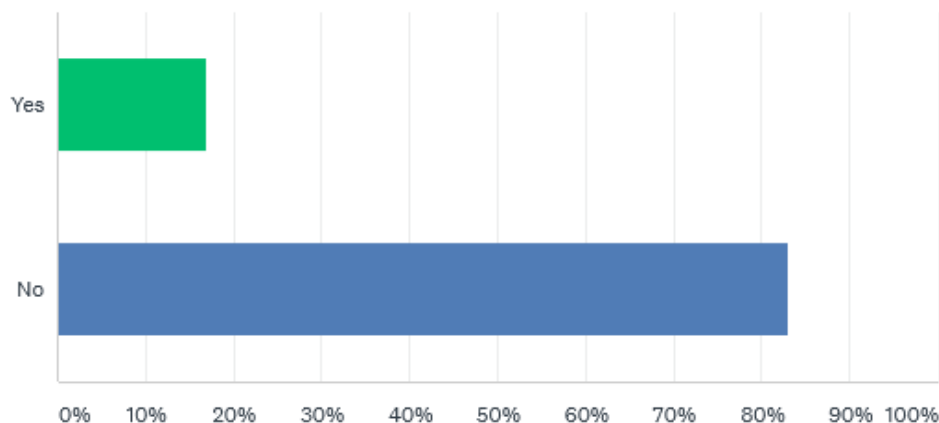
Changes	Number of councils
increase in digital collecting including recent content, photographs and other formats	19
no changes	19
digitisation - various formats	12
changes in subjects collected - Aboriginal people, demographic change, bushfires/Covid-19	10
collecting/recording oral histories	7
amalgamation as catalyst for re-evaluation of kinds of collecting	4
collecting social media	4
improved access to resources via catalogue/changes to cataloguing	4
newsletters being emailed or downloaded rather than posted	3
staff creating content - photographs, video, audio	3
digitisation of photographs on loan (original retained by owner)	2
focusing on collecting Council publications with changing formats	2
increased emphasis on storage and access	2
less clippings from local papers	2
not always collecting all works by local authors unless relevant to local studies	2
updated collecting policy	2
working towards comprehensive local studies collecting	2
collecting material from local authors	1
considering content creation - photographs, oral history and collaborations	1
determining copyright/owners for photographs	1
donations from local collectors	1
greater purchasing by auctions and other kinds of suppliers	1
identified themes and formats for contemporary collecting	1
increased preservation - digital and analogue	1
indexing local newsletters	1
little active collecting	1
locally produced exhibitions	1
locally produced exhibitions aid collecting	1
migrated DAM	1
need to increase photographs taken by staff	1
newspaper access on Trove	1
reluctance to accept donations	1
resource issues slow rate of collecting	1
through DAM are seeking community content uploaded by community	1
trying other method of presenting information such as online tours	1
using social media to source donations	1

It was interesting to note that 19 libraries had no changes to their collecting practices, while quite a few changes were done by only one library. These were left as separate items so that their variety was visible

Significance

This section explores the idea of significance assessments.

Q 15 Have you had a significance assessment undertaken of the local studies collection/or part of the collection in the last 5 years?



18 libraries, or 16.98% responded that they had undertaken a significance assessment of the collection in the last 5 years while 88 libraries, or 83.02% had not.

Underway, completion restricted due to COVID-19 and building size.

We have had a valuation of a sample of the collection conducted. The report includes information on the significance of these items.

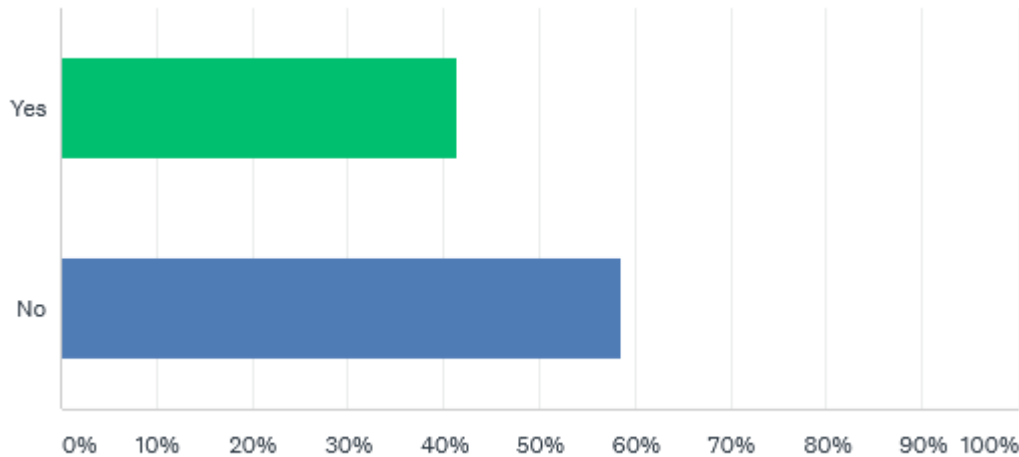
Significance Assessment Report conducted in 2008 and a Preservation Needs Assessment in 2015 - some overlaps in recognising items of value and flagging risks in not implementing specific preservation, security and conservation practices. We will need to reappraise the collection, ensuring that digital items - copies of analogue-format photos, video and audio for the time being - are given priority when assessing their value.

Q 16 and 17 relate to xml data which is not included in this report.

Local studies budget and expenditure

This section explores local studies budget allocations.

Q 18 Does the library have an annual budget for local studies collections and services?



44 libraries, or 41.51% have a local studies budget, 62 libraries, or 58.49% do not.

Our budget is not specific to Local Studies our material comes from a number of different budgets ie e services for databases, book vote for monographs, serials vote for magazines, stationery for materials

Any items come out of our general collections budget. We have no separate local studies budget.

Q 19 Provide an estimate of your annual budget (voted or actual expenditure) for the local studies functions

Up to half of those who participated in the survey provided responses in this section.

Staffing 56/111 responses

Some libraries commented that staffing was on an as needed basis, others that they were short staffed, so everyone is trained in local studies or that it is part of the standard library service.

39 libraries or councils provided dollar amounts covering from part of a position to several staff members. The amounts ranged from \$1,560 to \$395,216 per year with a total of \$3,952,698 across all responses.

Collection acquisition 57/111 responses

Several responses indicated that there was no specific local studies budget for purchasing, but that it was part of the general collection budget or provided on a case-by-case basis. For those libraries that have a separate local studies collection budget the amounts range from \$200 to \$20,000 with a total of \$121,350. Note this would be an undercount because most libraries whose local studies material is purchased as part of the general collection budget did not provide an amount or estimate.

Paying for photographs to be taken (if not done by library staff as part of their work) 51/111 responses

The majority of respondents did not pay for photographs to be taken, however, a small number included this in their budgets under general contract services or under general collection acquisition.

Paying for oral histories to be recorded (if not done by library staff as part of their work) 50/111 responses

Only a small number of councils or libraries contracted oral history recording. For most of the libraries with active oral history programs staff are recording the oral histories, and a small number use volunteers to record the oral histories.

Collecting social media 47/111 responses

Only two libraries showed budgets for collecting social media, and these were small amounts.

Conservation (including preservation, restoration, examination) 48/111 responses

Thirteen libraries provided an amount, for others their conservation budget is:

- included under staffing
- part of the programs budget
- provided on an ad hoc or as required basis.

One library specified that their conservation budget was to purchase the local newspaper on microfilm, while for another their budget was for conservation materials. For two libraries it was part of other budgets, and so the figures they provided were not included as it was not possible to ascertain the amount. For libraries which provided discrete amounts their budgets for conservation ranged from \$100 to \$10,000 with a total (for the thirteen libraries) of \$37,270. This is likely to be an undercount given that for some libraries this figure is included in other parts of their budget, or available on an ad hoc basis.

Digitisation 46/111 responses

For some libraries this is included in their staffing costs, while others have no dedicated budget, and yet other libraries use volunteers to digitise items. For some digitisation is covered by the general local studies budget, or their collection budget, and for one library it is part of their budget for contract services. Other libraries only digitise when grant funds are available. For libraries which provided discrete amounts their budgets for digitisation ranged from \$400 to \$46,000 with a total of \$197,323. This is likely to be a slight undercount given that this figure is included in other parts of the budget for some libraries.

Technology (including online hosting fees, software, IT support, digital storage, digital preservation) 49/111 responses

This section prompted a variety of answers. Respondents indicated that there is no budget for technology, or it is on a needs basis. For others it is included in Council's IT budget. Some respondents indicated that the local studies technology budget covers database subscriptions, hosting fees for local studies platforms (like Recollect) or local studies modules of their library systems. For libraries which provide discrete amounts, their budgets for technology ranged from \$40 to \$13,500 with a total of \$53,344. This is likely to be a slight undercount given that for some libraries this figure is included in other parts of their budget.

Other, please specify 25/111 responses

In the other budget categories, there is funding for stationery, annual materials and contractors, prize money for local history competition, programs, subscriptions and promotions, purchasing local paintings, paying for offsite archive storage, and for events, workshops, exhibitions and filming.

Q 20 Please provide details of any local studies initiatives you have applied for grant funding for in the last 5 years?

73/111 responses.

29 respondents had not applied for grants for local studies in the last five years. Eight councils had applied for grants but been unsuccessful. These included Community Heritage and Regional Cultural Funds Grants. The remaining 44 councils who answered this question were successful in at least one grant application. The grants included:

- Centenary of Armistice Funding 2018 from the Commonwealth Government
- Community Heritage Grants
- NSW State Archives
- digitisation grant from Create NSW Regional Cultural Fund
- 2018 Regional Cultural Fund grant to digitise
- NSW Office of Environment and Heritage grant for digitising photographs of the Aboriginal community
- Library Council Public Library Infrastructure Grant for local studies area as part of a grant to build or renovate a library
- Local council funded grant

The State Library of NSW projects

- Amplify
- Portable collecting oral history or scanning

were both mentioned, however by fewer libraries than received them.

Local priority grants (part of the State Government's annual public library funding through the State Library) were also mentioned as some libraries use these for local studies projects.

Staff

This section looks at staffing levels and skills.

Q 21 What is the EFT (equivalent full time) for your local studies staff? Please include all staff who work in local studies

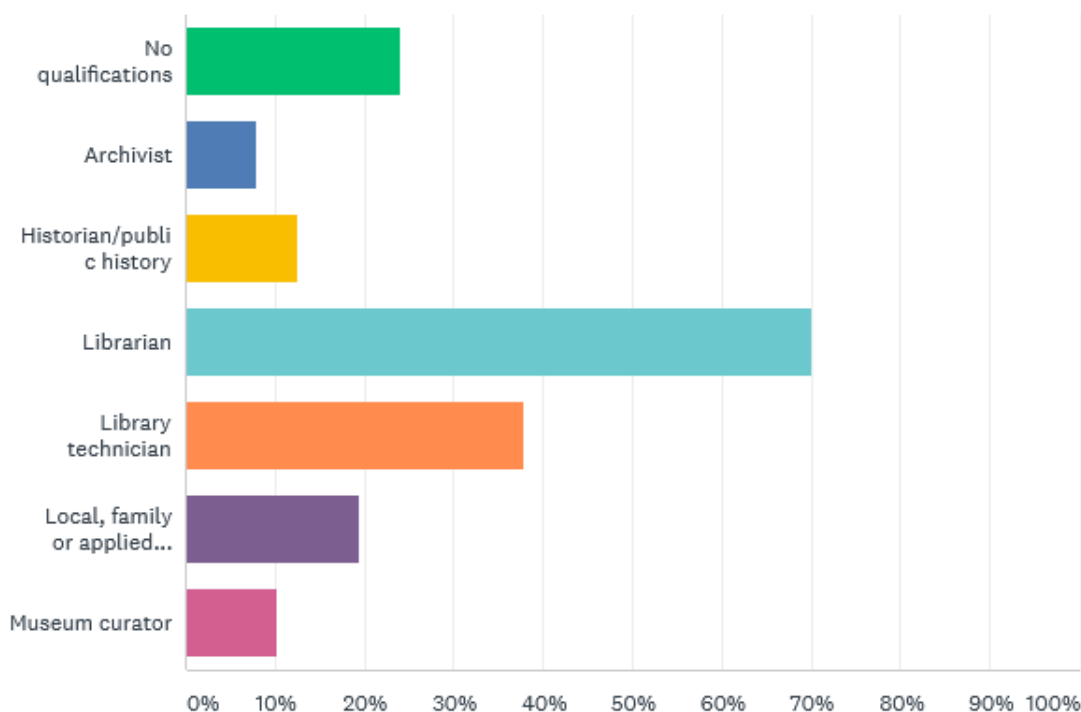
101/111

There were 101 responses for this question. 61 respondents provided the number of local studies staff or provided staff hours that could be translated into EFT. Three councils did not provide sufficient detail. 37 councils provided information to indicate that local studies is part of general library duties with no specific allocated staff time.

Number of libraries	15	10	8	10	6	3	3	3	1	1	1
EFT	0.004 - 0.5	0.55 - 0.94	1	1.08 - 1.99	2	2.2 - 2.8	3	3.1 - 3.4	4.8	5	5.5
Hours	0.14 - 17.5	19.25-32.9	35	37.8 - 66.5	35	77 - 98	105	108.5 - 119	168	175	193

With a total of 87.651 EFT. Calculations for number of hours were based on 35-hour week.

Q 22 What qualifications do your local studies staff have? Note this is about their qualifications not position titles, skills or experience. 87 responses



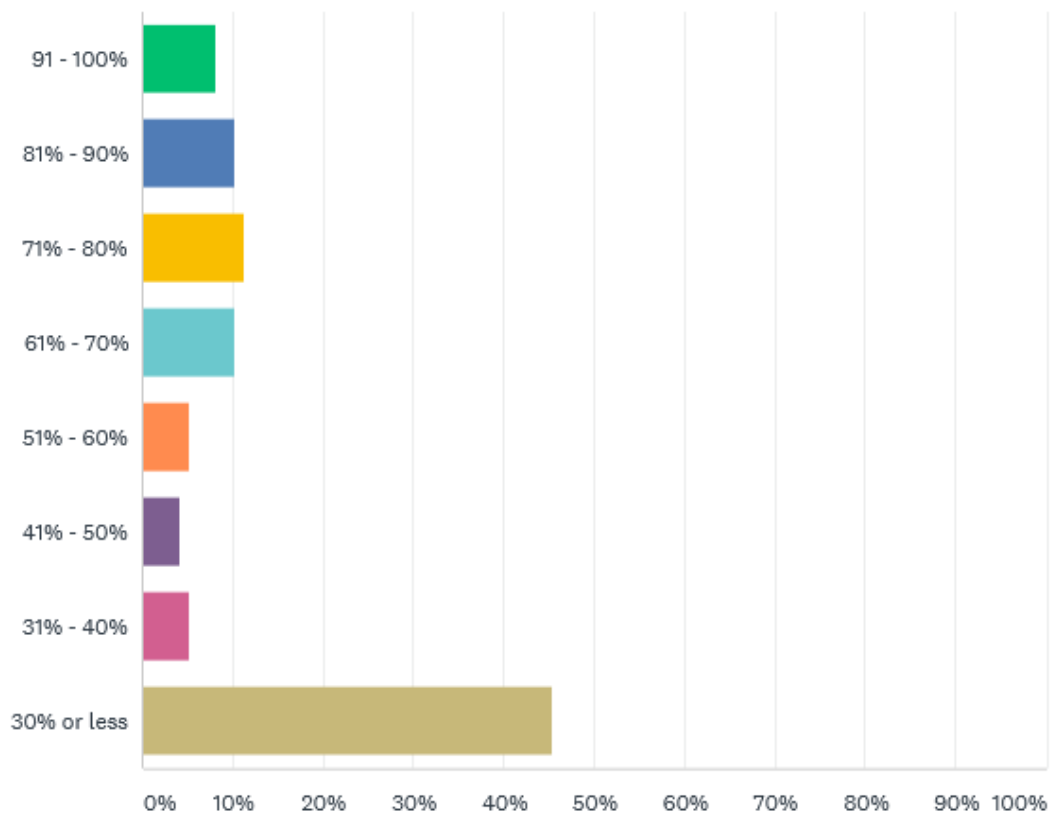
Other qualifications held were

- Graduate Diploma in Library Management. Diploma in Book Editing and Publishing.
- Archaeologist

- Master Business Administration
- Bachelor of Teaching (General Primary)
- Photography
- Arts administration and museum studies.
- Certificate III and IV in Library and Information Services

Q 23 What is the approximate percentage of time local studies staff spend on local studies work and not on general library work.

97 responses



Comments about other work done when not working in local studies 76 comments

Name of duties	Mentions
cataloguing/ cataloguing supervision	9
children's programs	3
circulation desk/duties	16
collection development/management work	11
COVID-91 specific services such as ring/click and collect	1
desk shifts/duties	27
exhibitions	4
finance/budget	4
general/other library duties	17
home library service	2
inter library loans	5
library management	1
library management system supervision	2
managing reference collection	1
meetings/team meetings	5
mobile library	1
multicultural services	2
outreach	2
programs, workshops or events	11
project work	3
readers' advisory	2
reference queries, information services/desk	13
returns	1
rostering	1
roving reference/services	2
shelf tidy/shelf checking	6
shelving	4
social media	2
staff training	7
supervising other staff/branch supervision	3
technology assistance/support	4
training for the public including in database use	1
WHS	1

Q 24 Are there specific areas where staff require training for the provision, development or promotion of the local studies collections or services

77/111 responses

This list shows that there is a place for general local studies training as well as some specialised training. 2 respondents said they had no capacity for staff to participate in training

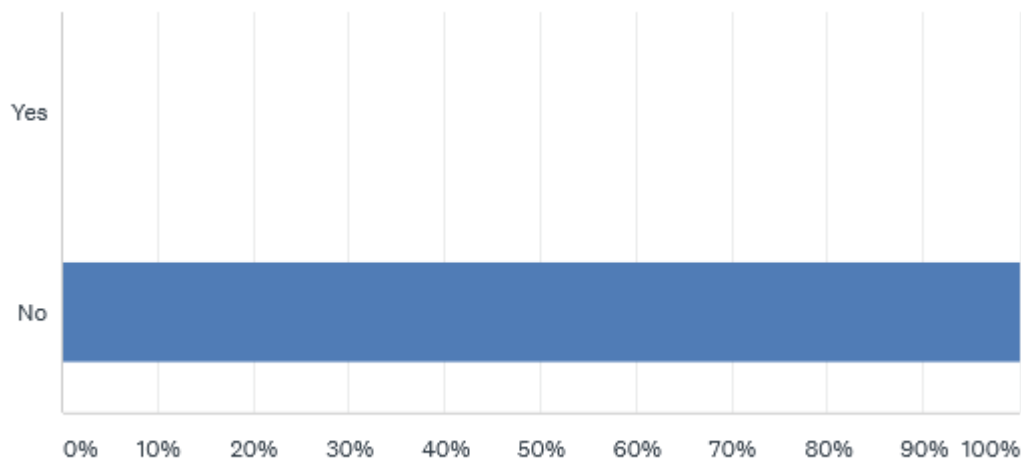
training needs	mentions
general local studies training	16
digitisation including of photographs	12
cataloguing historic/local studies material/schema/indexing	11
preservation	9
conservation skills including paper and photographs	8
promotion of local studies	6
collection development and management for local studies	7
digital collecting including of social media	5
family history research skills/specialist areas	4
reference/research skills for local studies	4
Ancestry and other online resources	3
Indigenous protocols for collections	3
digital preservation	2
event management	2
handling of items/materials	2
house and land history research	2
no training needs	2
no capacity for staff to participate in training	2
oral history including full process	2
transcription	2
curatorial/museum skills	2
archives management	2
curating exhibitions	2
filing system	1
how to archive online records	1
information about other local resources	1
knowledge of family history resources	1
microfilm readers	1
online delivery	1
photography (to record the area)	1
significance assessment	1
social media writing including blogs	1
TROVE	1
use of the card catalogue	1
volunteer management	1
xml	1

Indigenous staff, collections, and protocols

This section explores Aboriginal and Torres Strait Islander staff, as well the use of protocols for local studies.

Q 25 Do you have Indigenous staff working in local studies?

105 responses



Comments indicate some libraries consult with Aboriginal community liaison or Aboriginal cultural advisor officers at councils.

Q 26 How do you collect Indigenous material? Note while there are general questions about collecting material for local studies, this question relates specifically about material by or about Indigenous people in your area.

102/111 responses

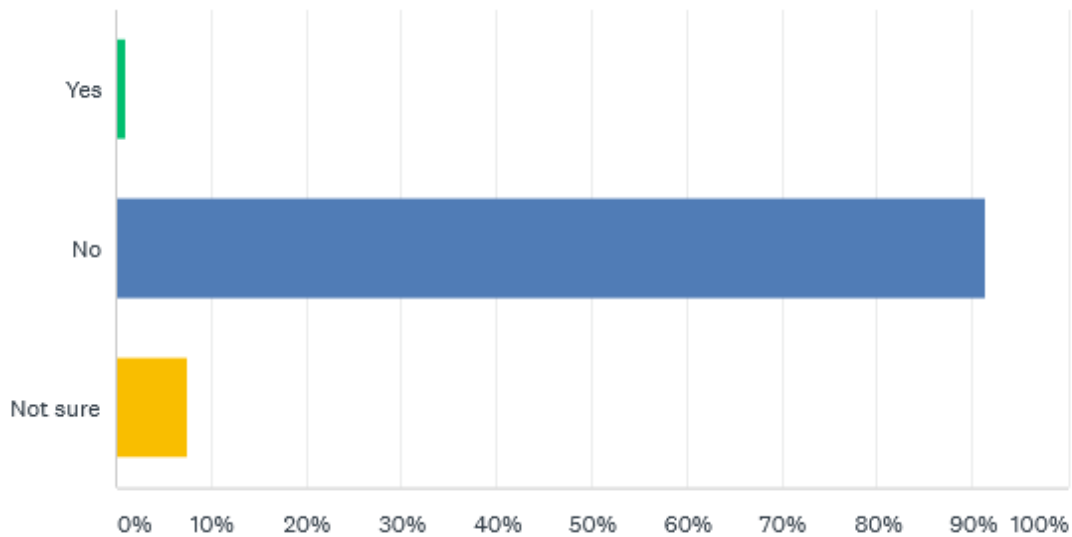
▼ We actively seek and purchase local Indigenous material	27.45%	28
▼ We collect very little Indigenous material	17.65%	18
▼ We do not collect any Indigenous material	0.98%	1
▼ We purchase items that are suggested and are relevant to our local area	16.67%	17
▼ We actively seek donations that are relevant to our local area	3.92%	4
▼ We accept donations that are offered and relevant to our local area	20.59%	21
▼ Through partnerships with other organisations	4.90%	5
▼ We commission content (for example paying people to take photographs or record oral histories)	0.98%	1
▼ We take photographs of local places and events	3.92%	4
▼ We record oral histories	2.94%	3
▼ We create other content (please describe in the comments section)	0.00%	0
TOTAL		102

We consult with Local Lands Councils and community representatives on the appropriateness of items for collection.

Maintain a relationship with local Aboriginal community members and others involved in Aboriginal research in the local area.

All... Staff have undertaken the SLNSW Indigenous online course which has led to local conversations with local Elders in regard to held material and potential purchases.

Q 27 Do you have a specific policy for collecting Indigenous heritage material?



Not at this stage but the new Local Studies collection development policy will address this.

Part of Local Studies Collection Development Policy

This is covered by the collecting guidelines and if it's relevant to local history and heritage it would be collected.

Q 28 Do you have any protocols or workflows for protecting Indigenous heritage material?

91/111 responses

ANSWER CHOICES	RESPONSES
▼ We have no material which requires a protocol or workflow	40.66% 37
▼ We don't know if we have material which requires a protocol or workflow	32.97% 30
▼ Access conditions	10.99% 10
▼ ATSI/IRN Aboriginal and Torres Strait Islander Protocols for Libraries, Archives and Information Services	10.99% 10
▼ Cultural warnings	23.08% 21
▼ ICIP Indigenous Cultural and Intellectual Property	1.10% 1
▼ Identified sacred/secret collections	4.40% 4
▼ Take down policies	6.59% 6
Total Respondents: 91	

We work in consultation with Council's Aboriginal Advisory Committee

We are careful to seek guidance or permission before making sensitive information available, and restrict access if requested to do so.

We made a mistake by organising an event we hadn't had approved by the Local Aboriginal Land Council. We have learned from this and plan on creating an official protocol for protecting Indigenous material.

Hoping to develop protocols after Aboriginal and Torres Strait cultural competence training completed

Local studies collections

This section explores the format and size of local studies collections.

Q 29 Size of local studies collections

analogue photographs (including slides and negatives) number of items

90/111 responses, factoring no response as = 0 holdings, plus responses of 0 holding

67 libraries hold analogue photographs

Total photographs 1,293,404

Born digital pictures (acquired as digital images including photographs taken by staff)
number of items

84/111 responses, factoring no response as = 0 holdings, plus responses of 0 holding

53 libraries hold born digital photographs

Total born digital photographs 173,068

Digitised material any format (copy made from physical original owned by library)
number of items

This is an undercount as multipart digitised items can be counted in different ways (is a digitised rate book one item, or is each page an item)

79/111 responses factoring no response as = 0 holdings, plus responses of 0 holding

50 libraries hold digitised material

Total digitised material (items owned by library) 663,078

Digitised material (copies made from external or non-collection material) number of items

This is an undercount as multipart digitised items can be counted in different ways (is a digitised rate book one item, or is each page an item)

76/111 responses factoring no response as = 0 holdings, plus responses of 0 holding

69 libraries hold digitised material made from external or non-collection items

Total digitised material (items not owned by library) 26,440

Analogue prints and posters number of items

76/111 responses, factoring no response as = 0 holdings, plus responses of 0 holding

37 libraries hold analogue prints or posters

Total analogue prints and posters 7178

Digital prints and posters number of items

71/111 responses, factoring no response as = 0 holdings, plus responses of 0 holding
29 libraries hold digital prints or posters

Total digital prints and posters 2,895

Analogue paintings and drawings number of items

80/111 responses, factoring no response as = 0 holdings, plus responses of 0 holding
51 libraries hold analogue paintings or drawings

Total analogue paintings and drawings 4,293

Digital paintings and drawings number of items

72/111 responses, factoring no response as = 0 holdings, plus responses of 0 holding
9 libraries hold digital paintings or drawings

Total digital paintings and drawings 775 note these are not all digital originals, some are digitised

Analogue maps including subdivision plans number of items

82/111 responses, factoring no response as = 0 holdings, plus responses of 0 holding
53 libraries hold analogue maps

Total analogue maps 61,522

Digital maps including subdivision plans number of items

77/111 responses, factoring no response as = 0 holdings, plus responses of 0 holding
23 libraries hold digital maps

Total digital maps 30,143

Analogue architectural plans number of items

77/111 responses, factoring no response as = 0 holdings, plus responses of 0 holding
36 libraries hold architectural plans

Total analogue architectural plans 4852 items + 275 linear metres

Digital architectural plans number of items

74/111 responses, factoring no response as = 0 holdings, plus responses of 0 holding
9 libraries hold digital architectural plans

Total digital architectural plans 918 items

Published printed books (analogue) number of items

84/111 responses, factoring no response as = 0 holdings, plus responses of 0 holding
80 libraries hold local studies printed books

Total printed books 199,712 items

Published E books (digital) number of items

75/111 responses, factoring no response as = 0 holdings, plus responses of 0 holding
12 libraries hold local studies ebooks

Total ebooks 433 items

Analogue zines number of items

76/111 responses, factoring no response as = 0 holdings, plus responses of 0 holding
12 libraries hold analogue zines

Total analogue zines 5757 items

Digital zines number of items

71/111 responses, factoring no response as = 0 holdings, plus responses of 0 holding
2 libraries hold digital zines

Total digital zines 89 items

Analogue newspapers and periodicals number of items

75/111 responses, factoring no response as = 0 holdings, plus responses of 0 holding
50 libraries hold newspapers (note this could be because they are in microfilm format)

Total newspapers and periodicals 63,142 items + 48 metres

Digital newspapers and periodicals number of items

73/111 responses, factoring no response as = 0 holdings, plus responses of 0 holding
Some responses for this are about digitised content which is counted elsewhere so did not
count twice. Little of this seems to be actual digital newspapers and periodicals

Total digital newspapers and periodicals items 13,094

Microform (including fiche and film) number of items

84/111 responses, factoring no response as = 0 holdings, plus responses of 0 holding
51 libraries hold microfilm

Total microform 144,982 note this is an undercount as some libraries gave titles and one the
dimension of storage cabinet

Minute and rate books number of items

82/111 responses, factoring no response as = 0 holdings, plus responses of 0 holding
36 libraries hold minute or rate books, many noted that these are available from their council
or council website

Total minute or rate books 11,134 items

Analogue unbound and bound manuscripts (in linear meters)

73/111 responses, factoring no response as = 0 holdings, plus responses of 0 holding
17 libraries hold manuscripts

Total manuscripts linear metres 5013 linear metres

Digital manuscripts number of files plus storage size or file size

68/111 responses, factoring no response as = 0 holdings, plus responses of 0 holding
5 libraries hold digital manuscripts

Total digital manuscripts files 194,642 storage 548.2 gigabytes

Analogue oral history recordings number of items

77/111 responses, factoring no response as = 0 holdings, plus responses of 0 holding
51 libraries hold analogue oral history

Total analogue oral history recordings 6035 (includes cassette and DVD)

Digital oral history recordings number of files plus storage size or file size

77/111 responses, factoring no response as = 0 holdings, plus responses of 0 holding
51 libraries hold digital oral history

Total digital oral history recordings 5,677 files, 217.87 gigabytes

Analogue sound recordings other than oral history number of files plus storage size or file size

69/111 responses, factoring no response as = 0 holdings, plus responses of 0 holding
18 libraries with analogue sound recording, not oral history

Total analogue sound recordings (not oral history) 1,283

Digital sound recordings other than oral history number of files plus storage size or file size

71/111 responses, factoring no response as = 0 holdings, plus responses of 0 holding
14 libraries with digital sound recording, not oral history

Total digital sound recordings (not oral history) 921

Analogue transcriptions or detailed logs of oral histories number of items

74/111 responses, factoring no response as = 0 holdings, plus responses of 0 holding
32 libraries with analogue transcriptions

Total analogue transcriptions 1987

Digital transcriptions or detailed logs of oral histories number of items

73/111 responses, factoring no response as = 0 holdings, plus responses of 0 holding
19 libraries with digital transactions

Total digital transcriptions 1,918

Analogue moving images (film and/or video) number of items

76/111 responses factoring no response as = 0 holdings, plus responses of 0 holding
46 libraries with analogue moving images

Total analogue moving images 5,752

Digital moving images (film and/or video) number of files plus storage size or file size

74/111 responses factoring no response as = 0 holdings, plus responses of 0 holding
29 libraries with digital moving images

Total digital moving images 1,135 items plus 3334 GB

Analogue scrapbooks/cutting books number of items

75/111 responses factoring no response as = 0 holdings, plus responses of 0 holding
41 libraries with analogue scrapbooks

Total analogue scrapbooks 4,842 plus 52.47 linear metres

Digital scrapbooks/cutting books and subject compilations/vertical files

67/111 responses factoring no response as = 0 holdings, plus responses of 0 holding
7 libraries with digital scrapbooks

Total digital scrapbooks 1,013

Analogue personal and community papers in linear metres

74/111 responses factoring no response as = 0 holdings, plus responses of 0 holding
7 libraries with analogue personal papers

Total analogue personal and community papers in linear metres 560.4

Digital personal and community papers number of files plus storage size or file size

65/111 responses factoring no response as = 0 holdings, plus responses of 0 holding
15 libraries with digital personal papers

Total digital personal and community papers number of files plus storage size or file size
190,440 file, 557.05 GB

Analogue archives in linear metres in linear metres

67/111 responses factoring no response as = 0 holdings, plus responses of 0 holding
29 libraries with analogue archives

Total analogue archives in linear metres in linear metres 6006.48

Digital archives number of files plus storage size or file size

66/111 responses factoring no response as = 0 holdings, plus responses of 0 holding
10 libraries with digital archives

Total digital archives number of files plus storage size or file size 558,224 files, 2598.2 GB

Artefacts/objects/realia

74/111 responses factoring no response as = 0 holdings, plus responses of 0 holding
43 libraries hold artefacts/objects/realia

Total artefacts/objects/realia 22,572 and 17 linear metres

Analogue ephemera

76/111 responses factoring no response as = 0 holdings, plus responses of 0 holding
39 libraries hold analogue ephemera

Total analogue ephemera 35,663 items or folders

Digital ephemera

65/111 responses factoring no response as = 0 holdings, plus responses of 0 holding
15 libraries hold digital ephemera

Total digital ephemera 7,050 items

Social media number of items or file size

65/111 responses factoring no response as = 0 holdings, plus responses of 0 holding
6 libraries collect social media

Total social media number of items or file size 1406 items

Web archiving plus storage size or file size

64/111 responses factoring no response as = 0 holdings, plus responses of 0 holding
Total web archiving plus storage size or file size 0

Analogue photographs (including slides and negatives) number of items	1,293,404					
Born digital pictures (acquired as digital images including photographs taken by staff) number of items	173,068					
Digitised material any format (copy made from physical original owned by library) number of items	663,078					
Digitised material (copies made from external or non-collection material) number of items	26,440					
Analogue prints and posters number of items	7178					
Digital prints and posters number of items	2895					
Analogue paintings and drawings number of items	4293					
Digital paintings and drawings number of items	775					
Analogue maps including subdivision plans number of items	61,522					
Digital maps including subdivision plans number of items	30,143					
Analogue architectural plans number of items	4852	275	linear metres			
Digital architectural plans number of items	918					
Published printed books (Analogue) number of items	199,712					
Published E books (digital) number of items	433					
Analogue zines number of items	5757					
Digital zines number of items	89					
Analogue newspapers and periodicals number of items	63,142	48	linear metres			
Digital newspapers and periodicals number of items	13,094					
Microform (including fiche and film) number of items	144,982					
Minute and rate books number of items	11,134					
Analogue unbound and bound manuscripts (in linear meters)		5,013	linear metres			
Digital manuscripts number of files plus storage size or file size	194,642			548.2	gb	
Analogue oral history recordings number of recordings	6035					
Digital oral history recordings number of files plus storage size or file size	5677			217.87	gb	
Analogue sound recordings other than oral history number of items	1283					
Digital sound recordings other than oral history number of files plus storage size or file size	921			24.09	gb	
Analogue transcriptions or detailed logs of oral histories number of items	1987					
Digital transcriptions or detailed logs of oral histories number of items	1918					
Analogue moving images (film and/or video) number of items	5752					
Digital moving images (film and/or video) number of files plus storage size or file size	1135			3334	gb	
Analogue scrapbooks/cutting books number of items	4842	52.47	linear metres			
Digital scrapbooks/cutting books and subject compilations/vertical files	1013			323.1	gb	
Analogue personal and community papers in linear metres		560.4	linear metres			
Digital personal and community papers number of files plus storage size or file size				557.05	gb	190,440 files
Analogue archives in linear metres in linear metres		6006.48	linear metres			
Digital archives number of files plus storage size or file size				2598.2	gb	558,224 files
Artefacts/objects/realia	22,572	17	linear metres			
Analogue ephemera	35663					
Digital ephemera	7050					
Social media number of items or file size	1406			0.5	gb	
Web archiving plus storage size or file size	0					
	2,976,256	11972.35	linear metres	7603.01	gb	748,664 files

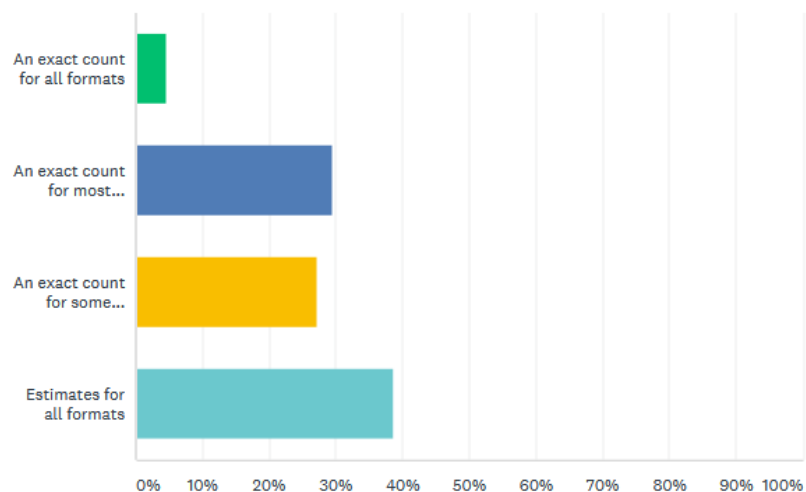
Type of collection item	number of items		
Analogue photographs (including slides and negatives) number of items	1,293,404		
Analogue prints and posters number of items	7178		
Analogue paintings and drawings number of items	4293		
Analogue maps including subdivision plans number of items	61,522		
Analogue architectural plans number of items	4852	275	linear metres
Published printed books (analogue) number of items	199,712		
Analogue zines number of items	5757		
Analogue newspapers and periodicals number of items	63,142	48	linear metres
Microform (including fiche and film) number of items	144,982		
Minute and rate books number of items	11,134		
Analogue unbound and bound manuscripts (in linear meters)		5,013	linear metres
Analogue oral history recordings number of recordings	6035		
Analogue sound recordings other than oral history number of items	1283		
Analogue transcriptions or detailed logs of oral histories number of items	1987		
Analogue moving images (film and/or video) number of items	5752		
Analogue scrapbooks/cutting books number of items	4842	52.47	linear metres
Analogue personal and community papers in linear metres		560.4	linear metres
Analogue archives in linear metres in linear metres		6006.48	linear metres
Digital archives number of files plus storage size or file size			
Artefacts/objects/realia	22,572	17	linear metres
Analogue ephemera	35663		
	1,851,561	11972.35	linear metres

Figure 2 Analogue local studies content

Type of collection item	number of items				
Born digital pictures (acquired as digital images including photographs taken by staff) number of items	173,068				
Digitised material any format (copy made from physical original owned by library) number of items	663,078				
Digitised material (copies made from external or non-collection material) number of items	26,440				
Digital prints and posters number of items	2895				
Digital paintings and drawings number of items	775				
Digital maps including subdivision plans number of items	30,143				
Digital architectural plans number of items	918				
Published E books (digital) number of items	433				
Digital zines number of items	89			not all libraries supplied storage data	
Digital newspapers and periodicals number of items	13,094				
Digital manuscripts number of files plus storage size or file size	194,642	548.2	gb		
Digital oral history recordings number of files plus storage size or file size	5677	217.87	gb		
Digital sound recordings other than oral history number of files plus storage size or file size	921	24.09	gb		
Digital transcriptions or detailed logs of oral histories number of items	1918				
Digital moving images (film and/or video) number of files plus storage size or file size	1135	3334	gb		
Digital scrapbooks/cutting books and subject compilations/vertical files	1013	323.1	gb		
Digital personal and community papers number of files plus storage size or file size		557.05	gb		190,440 files
Digital archives number of files plus storage size or file size		2598.2	gb		558,224 files
Digital ephemera	7050				
Social media number of items or file size	1406	0.5	gb		
Web archiving plus storage size or file size	0				
	1,124,695	7603.01	gb		748,664 files

Figure 3 Digital local studies content totals

Q 30 Exact counts or estimates for the collection size information



ANSWER CHOICES	RESPONSES
▼ An exact count for all formats	4.55% 4
▼ An exact count for most formats with some estimates	29.55% 26
▼ An exact count for some formats with most being estimates	27.27% 24
▼ Estimates for all formats	38.64% 34
TOTAL	88

Responded with linear metres in most cases. File sizes exact.

Where items have been individually catalogued we have an exact count. Other numbers are based on collections and estimated items within those collections. They have not been catalogued.

Large areas of the Collections have yet to be properly catalogued. Maps are due to be catalogued next as a project. Covid-19 restrictions have impacted on my ability to access statistics for many collections.

We don't have many of these items, mainly books, pamphlets etc.

Q 31 Condition of the collection

This information is available in Appendix 1

Q 32 What are you collecting?

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ANSWER CHOICES	RESPONSES
▼ Analog council publications and papers	72.62% 61
▼ Digital council publications and papers	36.90% 31
▼ Analog publications from local Indigenous language and cultural centres	42.86% 36
▼ Digital publications from local Indigenous language and cultural centres	10.71% 9
▼ Analog publications from local places of worship (for example order of service, annual reports from churches, mosques or temples)	36.90% 31
▼ Digital publications from local places of worship (for example order of service, annual reports from churches, mosques or temples)	7.14% 6
▼ Analog school publications, for example newsletters and yearbooks	64.29% 54
▼ Digital school publications, for example newsletters and yearbooks	14.29% 12
▼ Analog publications from other community groups (for example sporting, and other local organisations)	75.00% 63
▼ Digital publications from other community groups (for example sporting, and other local organisations)	22.62% 19
▼ Analog publications from local businesses	44.05% 37
▼ Digital publications from local businesses	14.29% 12
▼ Analog tourist information	59.52% 50
▼ Digital tourist information	17.86% 15
▼ Analog local election information	59.52% 50
▼ Digital local election information	19.05% 16
Total Respondents: 84	

Figure 4 Showing question order

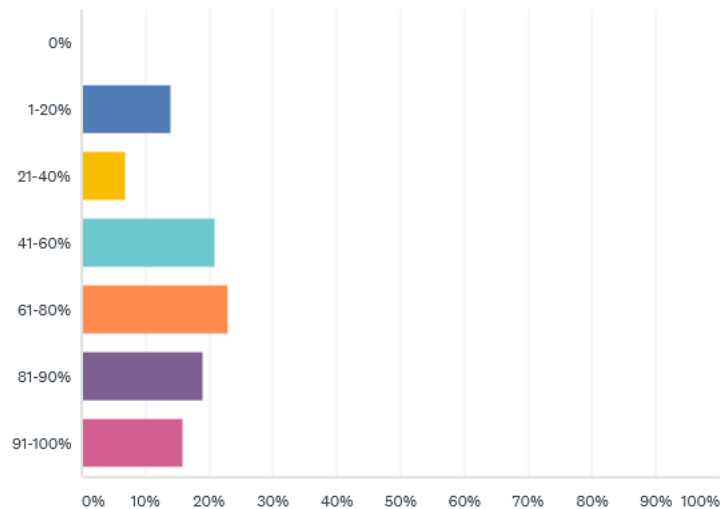
ANSWER CHOICES	RESPONSES
▼ Analog publications from other community groups (for example sporting, and other local organisations)	75.00% 63
▼ Analog council publications and papers	72.62% 61
▼ Analog school publications, for example newsletters and yearbooks	64.29% 54
▼ Analog tourist information	59.52% 50
▼ Analog local election information	59.52% 50
▼ Analog publications from local businesses	44.05% 37
▼ Analog publications from local Indigenous language and cultural centres	42.86% 36
▼ Digital council publications and papers	36.90% 31
▼ Analog publications from local places of worship (for example order of service, annual reports from churches, mosques or temples)	36.90% 31
▼ Digital publications from other community groups (for example sporting, and other local organisations)	22.62% 19
▼ Digital local election information	19.05% 16
▼ Digital tourist information	17.86% 15
▼ Digital school publications, for example newsletters and yearbooks	14.29% 12
▼ Digital publications from local businesses	14.29% 12
▼ Digital publications from local Indigenous language and cultural centres	10.71% 9
▼ Digital publications from local places of worship (for example order of service, annual reports from churches, mosques or temples)	7.14% 6
Total Respondents: 84	

Figure 5 Showing most collected to least collected areas.

Cataloguing and indexing

How are libraries helping people find the local studies material?

Q 33 Estimate the percentage of local studies collections (all formats) that are catalogued



ANSWER CHOICES	RESPONSES
0%	0.00% 0
1-20%	14.00% 14
21-40%	7.00% 7
41-60%	21.00% 21
61-80%	23.00% 23
81-90%	19.00% 19
91-100%	16.00% 16
TOTAL	100

Factor	Number of mentions
time/staff time	66
staff skills	39
budget	30
other priorities across library	6
size of collection	4
LMS/ILMS limitations and other technical issues (such as multiple processes which are format specific)	4
size of backlog	3
copyright (for digital access)	1
limited physical storage space	1
equipment	1
age of items (so they can't be easily sent away for cataloguing)	1
format	1
number of donations	1

Staff time is a main factor as most items require original cataloguing. Currently local history is managed by one team member. Time constraints also impact our ability to capture and catalogue ephemera.

Staff time and knowledge. Issues around intellectual control and ownership of items. Budget constraints. Limitations of LMS. Most uncatalogued material is photographic (negatives, slides etc) and staff have little experience with how to approach a big collection of negatives that have little information attached to them.

Staff time and skills. Very few staff have the ability to do original cataloguing and there has never been an active collection development plan

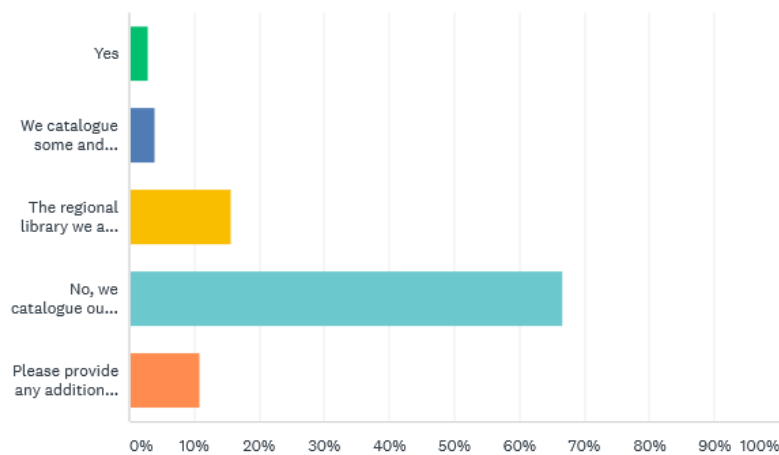
There are no dedicated local studies staff. Part-time cataloguer does copy and original cataloguing when time permits.

No factors impact as we have a full-time cataloguer

Original cataloguing is time intensive; number of donations; different formats require different skills and additional processes i.e. storing and linking digital content

Q 35 Do you outsource the cataloguing of local studies material?

Answered: 102 Skipped: 9



ANSWER CHOICES	RESPONSES
Yes	2.94% 3
We catalogue some and outsource the cataloguing of others	3.92% 4
The regional library we are part of provides the cataloguing for us	15.69% 16
No, we catalogue our own local studies material	66.67% 68
Please provide any additional information as a comment	Responses 10.78% 11
TOTAL	102

Comments:

local history has been a very low priority and there has not been many new or added material to our collection.

One part-time cataloguer does all our original cataloguing for the Local History Collection.

Basic at the moment, really an accession register. When database up and running will be comprehensive cataloguing,

Q 36 What standards and protocols are you using to catalogue your local studies collections and provide access?

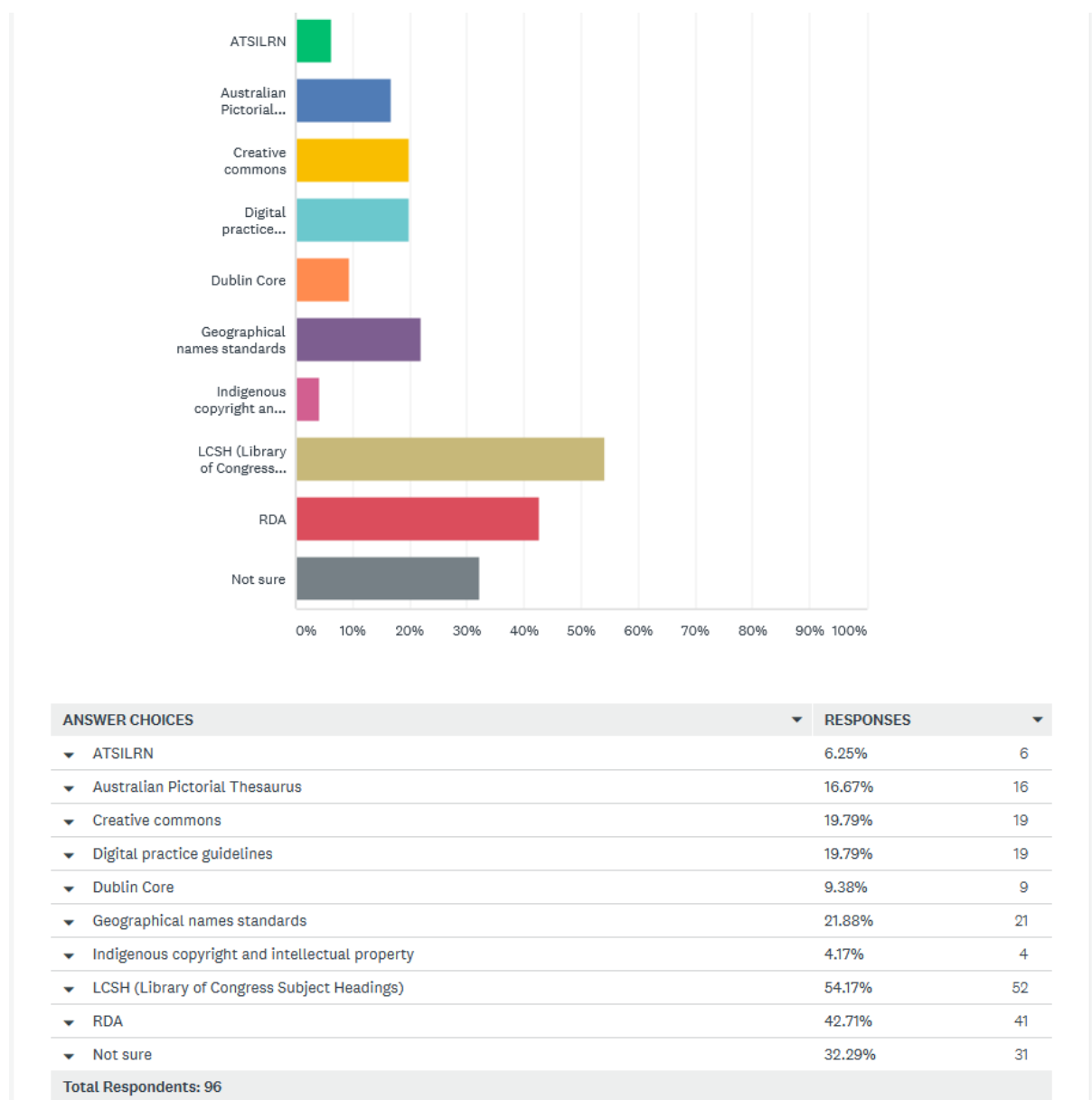


Figure 6 Showing original order of questions

ANSWER CHOICES	RESPONSES	
▼ LCSH (Library of Congress Subject Headings)	54.17%	52
▼ RDA	42.71%	41
▼ Not sure	32.29%	31
▼ Geographical names standards	21.88%	21
▼ Creative commons	19.79%	19
▼ Digital practice guidelines	19.79%	19
▼ Australian Pictorial Thesaurus	16.67%	16
▼ Dublin Core	9.38%	9
▼ ATSILRN	6.25%	6
▼ Indigenous copyright and intellectual property	4.17%	4
Total Respondents: 96		

Figure 7 Showing questions in the order of the number of responses

Local area locality descriptors

Getty Art and Architecture thesaurus

We use standard non-digital cataloguing standards for books and manuscripts, based on Dewey and LC. We have not catalogued any digital items to date.

Additional local subject headings created for areas of interest

AIATSIS thesaurus is used for Aboriginal content and material

Loss of Australian Pictorial Thesaurus as a resource has hampered cataloguing of photographs.

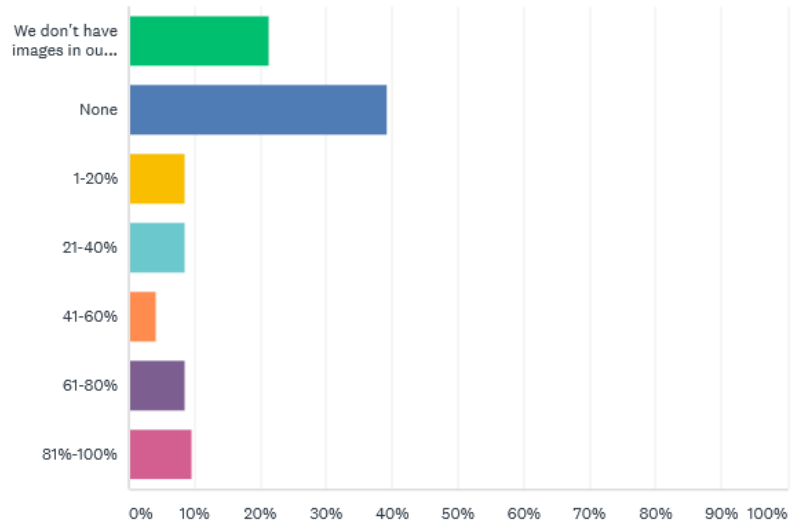
Q 37 Do you contribute records for your local studies collections to the ANBD so they can be searched on Trove?

98/111

▼ Yes, we contribute records for all local studies material that we catalogue	23.47%	23
▼ We contribute records for some local studies material that we catalogue	24.49%	24
▼ No, we do not contribute any records	34.69%	34

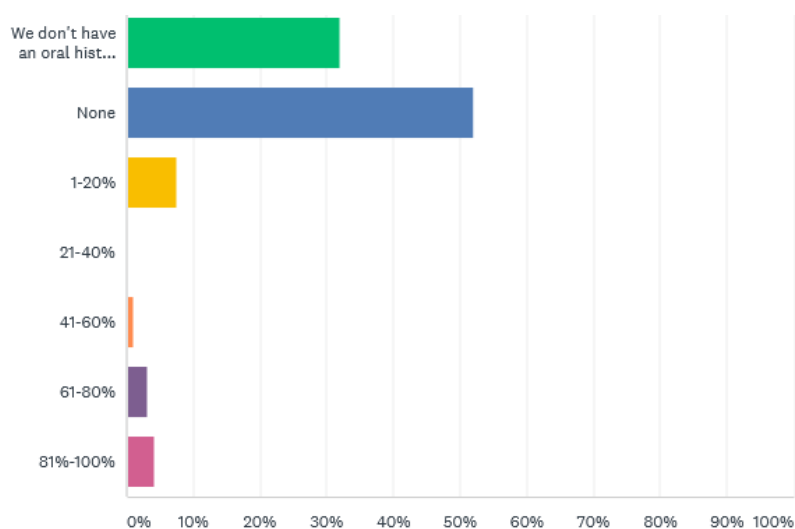
23.47% (23) respondents contribute all their local studies records to Trove with a further 24.49% (24) contributing some of their records. These low numbers help show the challenge of searching for local studies material.

Q 38 Estimate the percentage of your image collection that is available on Trove



ANSWER CHOICES	RESPONSES	
▼ We don't have images in our collection	21.28%	20
▼ None	39.36%	37
▼ 1-20%	8.51%	8
▼ 21-40%	8.51%	8
▼ 41-60%	4.26%	4
▼ 61-80%	8.51%	8
▼ 81-100%	9.57%	9
TOTAL		94

Q 39 Estimate the percentage of your oral history collection that is available on Trove

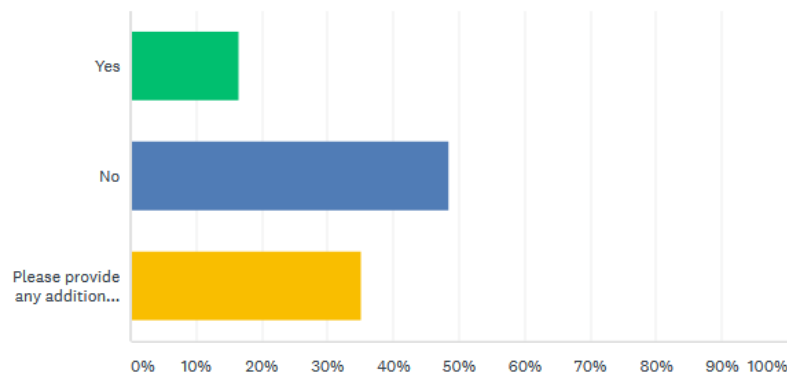


ANSWER CHOICES	RESPONSES
▼ We don't have an oral history collection	31.91% 30
▼ None	52.13% 49
▼ 1-20%	7.45% 7
▼ 21-40%	0.00% 0
▼ 41-60%	1.06% 1
▼ 61-80%	3.19% 3
▼ 81%-100%	4.26% 4

Q 40 Do you index any local studies material?

Some public libraries index parts of their local studies collections. Details are shown in the table below.

Current indexing	Number of councils indexing
Local newspapers (full and partial)	14
Local Studies ephemera in vertical files/vertical files	4
Archives contents	1
Council minutes/bulletins, rate and valuation books	2
Oral history	1
Local publications including newsletters	3
Photographic negatives	1



ANSWER CHOICES	RESPONSES
▼ Yes	16.49% 16
▼ No	48.45% 47
▼ Please provide any additional information as a comment including about what kind of material you index.	Responses 35.05% 34

Figure 8 Provides overview of local studies indexing practices

No public indexing of newspapers etc. done. Beyond available staff resources. Regarded as a very low priority compared to other collection needs.

When I send items to cataloguing (books, reports studies) I provide a list of relevant subjects and names the cataloguer would not know. Thus making the online catalogue a better research tool for local resources.

Q 41 Please describe the method of recording and sharing information about copyright ownership and access conditions for local studies material?

91/111

▼ information on copyright status is included in the library management system for public viewing	46.15%	42
▼ information on copyright status is included in the library management system for staff viewing	19.78%	18
▼ information on creative commons status is included in the library management system for public viewing	6.59%	6
▼ information on creative commons status is included in the library management system for staff viewing	5.49%	5
▼ information on access conditions is available for staff to view in library management system	20.88%	19
▼ a standard copyright statement is used regardless of the copyright status of the item	29.67%	27
▼ information on access conditions is available for staff to view in other online system	15.38%	14
▼ information on access conditions is available for staff to view in paper files	7.69%	7
▼ No copyright information is recorded	16.48%	15
▼ No creative commons information is recorded	15.38%	14
▼ No access information is recorded	12.09%	11
▼ Please provide any additional information as a comment	Responses 19.78%	18

Just under half (46.15%) of the libraries include copyright information in the library management system for public viewing, this could make the information easy to find. Almost one third (29.67%) include a standard copyright statement regardless of the copyright status of the item. This could be confusing as it has the potential to provide inaccurate information, potentially making things more complicated for the community.

It is recommended that local councils and libraries develop strategies to provide accurate copyright information so that it is clear which material is out of copyright.

It is encouraging that a small amount of material is made available through a Creative Commons license.

All material has a Creative Commons licence. If out of copyright a CC BY licence applies. Where Council holds copyright a CC BY-NC-SA licence applies. We do not upload content where copyright is held by a third party.

It varies between collections. Access conditions are noted in the Archives module for public viewing. It still varies between formats.

Q 42 Can the community add content, comments, or information to collection records/items?

98/111

ANSWER CHOICES	RESPONSES
Yes our library management system supports this	8.16% 8
Yes the discovery tool (like Recollect) supports this	6.12% 6
People can provide information via social media comments and we will consider adding it to our collection records/items	24.49% 24
People can not add information themselves, but they can provide the information to staff who may add it to the catalogue record	37.76% 37
No they can't	48.98% 48
Total Respondents: 98	

Almost half the libraries who responded (48.9%) have no way for the community to provide online information or comments to collection records. For a small number their library management system or discovery tool supports this. The main ways that people can provide additional information is through comments on social media or directly through staff. There are unmediated options.

We have added information when supplied by the public when verified.

Comments and information collected via FLICKR platform

Our new Recollect system will support this function in the future.

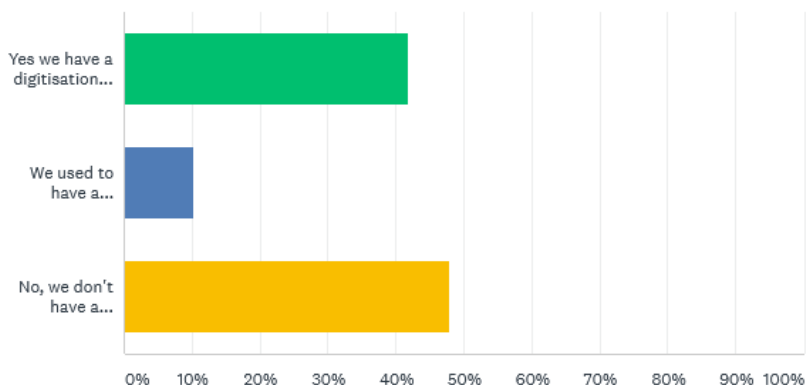
Items on Flickr allow for comments, favourites but this is seldom used.

We often post requests for additional information - for photos in particular

Digitisation and digitised collections

Q 43 Do you currently have or have you ever had a digitisation program?

98/111



ANSWER CHOICES	RESPONSES
▼ Yes we have a digitisation program	41.84% 41
▼ We used to have a digitisation program, but don't have one at present	10.20% 10
▼ No, we don't have a digitisation program, nor have we had one in the past	47.96% 47
TOTAL	98

41 councils (41.84%) of libraries have current digitisation programs.

We don't have an official digitisation program, but we amble along digitising photos, article and documents as we find time.

Currently in the midst of a digitisation project of the collection.

We don't have a digitisation program in that a certain amount of money is set aside each year for it but, when funds become available through for example, Local Priority Grant Funding we can apply to make use of these funds. However we are working to identify all records that are or contain media such as videos, CDs, DVDs etc to establish a migration plan for these items

We had occasional scanning days for the public to come in donate to the library a digitised copy. We had all our historical Council minutes and [name of local newspaper] digitised

We are participating in SLNSW Portable Digitization project.

Q 44 What percentage of these analogue publications have been digitised?

	0%	1-20%	21-40%	41-60%	61-80%	81-90%	91-100%	TOTAL	WEIGHTED AVERAGE
▼ Analog council publications and papers	51.81% 43	25.30% 21	3.61% 3	6.02% 5	2.41% 2	4.82% 4	6.02% 5	83	2.20
▼ Analog publications from local Indigenous language and cultural centres	88.75% 71	8.75% 7	1.25% 1	1.25% 1	0.00% 0	0.00% 0	0.00% 0	80	1.15
▼ Analog publications from local places of worship (for example order of service, annual reports from churches, mosques or temples)	85.19% 69	11.11% 9	3.70% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	81	1.19
▼ Analog school publications, for example newsletters and yearbooks	81.93% 68	12.05% 10	2.41% 2	1.20% 1	0.00% 0	1.20% 1	1.20% 1	83	1.34
▼ Analog publications from other community groups (for example sporting, and other local organisations)	73.81% 62	11.90% 10	7.14% 6	2.38% 2	1.19% 1	1.19% 1	2.38% 2	84	1.58
▼ Analog publications from local businesses	85.37% 70	10.98% 9	2.44% 2	0.00% 0	1.22% 1	0.00% 0	0.00% 0	82	1.21
▼ Analog tourist information	80.49% 66	13.41% 11	0.00% 0	1.22% 1	2.44% 2	0.00% 0	2.44% 2	82	1.41
▼ Analog local election information	86.59% 71	8.54% 7	0.00% 0	1.22% 1	1.22% 1	1.22% 1	1.22% 1	82	1.30

Some ephemera has been digitized and added to the Archives component of our catalogue but that represents only a very small percentage of our overall collection

digitising photographs only

Council provides digital and hard copy access to its publications.

Digitisation to order model being trialled during Covid. Book scanner, Photo/Neg scanner, Microfilm scanner used to supply material as requested (and within copyright restrictions)

We have digitised all we have of these publications, but are attempting to source more for digitisation

Digitising community produced items does require obtaining permission in relation to copyright which takes time which we don't have. The basis of our digitisation is to preserve and make popular resources available - such as photographs and various historic documents. Listening to those who come in with enquiries and following local social media posts I maintain an idea of what the local community is interested in and I do select items to be digitised accordingly.

We haven't done this because of time constraints and budget

Q 45 Which of the following activities has your library undertaken in any past or current digitisation projects? Select as many as are relevant

▼ We haven't done any of these as we don't have a digitisation program	31.25%	30
▼ Assessing material and planning	42.71%	41
▼ Assessing out-source options / contractors	32.29%	31
▼ Selecting file specifications and designing workflows	27.08%	26
▼ Hiring/purchasing equipment	28.13%	27
▼ Sending material out to contractors for digitisation	39.58%	38
▼ Creating digital copies (digitisation)	58.33%	56
▼ Actively preserving digital copies (digital preservation)	30.21%	29
▼ Undertaking Quality Assurance checks on files	10.42%	10
▼ Displaying and/or making digital copies available	44.79%	43
▼ Promoting availability of digital copies to community	34.38%	33

Figure 9 Original order

ANSWER CHOICES	RESPONSES	
▼ Creating digital copies (digitisation)	58.33%	56
▼ Displaying and/or making digital copies available	44.79%	43
▼ Assessing material and planning	42.71%	41
▼ Sending material out to contractors for digitisation	39.58%	38
▼ Promoting availability of digital copies to community	34.38%	33
▼ Assessing out-source options / contractors	32.29%	31
▼ We haven't done any of these as we don't have a digitisation program	31.25%	30
▼ Actively preserving digital copies (digital preservation)	30.21%	29
▼ Hiring/purchasing equipment	28.13%	27
▼ Selecting file specifications and designing workflows	27.08%	26
▼ Undertaking Quality Assurance checks on files	10.42%	10
Total Respondents: 96		

Figure 10 Priority order

While 58.33% of respondents are digitising collections, only 30.21% are active in digital preservation, with an even lower percentage (10.42%) undertaking quality assurance checks on files.

Q 46 Please rank these in the order in which they would be most helpful in progressing your digitisation program:

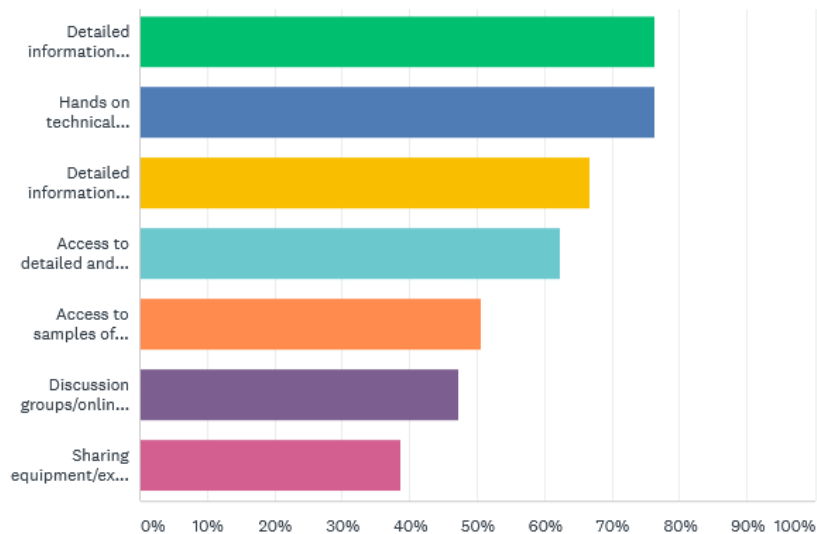
90/111

▼ Funding/financial support	68.97% 60	6.90% 6	9.20% 8	8.05% 7	6.90% 6	87	4.23
▼ Technical training in digitisation standards and techniques	20.00% 17	41.18% 35	20.00% 17	14.12% 12	4.71% 4	85	3.58
▼ Technical training in digital preservation standards and techniques	8.05% 7	20.69% 18	45.98% 40	16.09% 14	9.20% 8	87	3.02
▼ Access to detailed and relevant guides and standards	2.30% 2	18.39% 16	18.39% 16	44.83% 39	16.09% 14	87	2.46
▼ List of approved vendors for printed materials and negatives	2.33% 2	13.95% 12	9.30% 8	12.79% 11	61.63% 53	86	1.83

The priorities are ranked as shown on the table above.

Q 47 Which of the following would best facilitate local studies digitisation in public libraries?

93/111



ANSWER CHOICES	RESPONSES
▼ Detailed information about digitisation project management with examples of the full life-cycle of a digitisation project	76.34% 71
▼ Hands on technical training in digitisation practices	76.34% 71
▼ Detailed information about best-practice digital preservation standards	66.67% 62
▼ Access to detailed and relevant digital asset guides and standards	62.37% 58
▼ Access to samples of statements of requirements and contracts relevant to out-sourcing digitisation	50.54% 47
▼ Discussion groups/online forums to share ideas/questions with other libraries	47.31% 44
▼ Sharing equipment/expenses with other libraries	38.71% 36

Everyone has the desire to protect and promote Local Studies materials but cannot achieve much in this area without funding. More could be offered in the way of grants, and grants could be easier to administer. Very often there is only one staff member responsible for Local Studies and the grant process is large and often cumbersome.

Also how to provide access to the material once it is digitised. Platforms that can cope with access.

In our library it would be complete outsourcing of digitization project, potentially via grant funding. We have no resources available to complete such a project in house.

Hands on work experience in libraries using the same software and digitising the same kind of material.

Time and money to do it!

Q 48 Approximately how many items have you added to your local studies collection in the last 12 months

96/111

number of libraries	13	15	4	8	1	3
number of items	under 100	100 - 499	500 - 999	1000 - 4999	5000 - 9,999	10,000 - 39,999
range of items	5 to 96	100 to 300	670 to 940	1000 to 4000	8,000	17,000 to 39,093

Figure 11 digitised items (number)

Total number of items digitised in the last 12 months is 117,879 across 43 libraries. Three libraries provided most of the digitisation.

number of libraries	12	9	3	6	3
number of items	under 100	100 - 499	500 - 999	1000 - 4999	5000 - 9,999
range of items	1 to 90	100 to 257	500 - 838	1000 - 3180	5000 - 6701

Figure 12 new digital content (number of files)

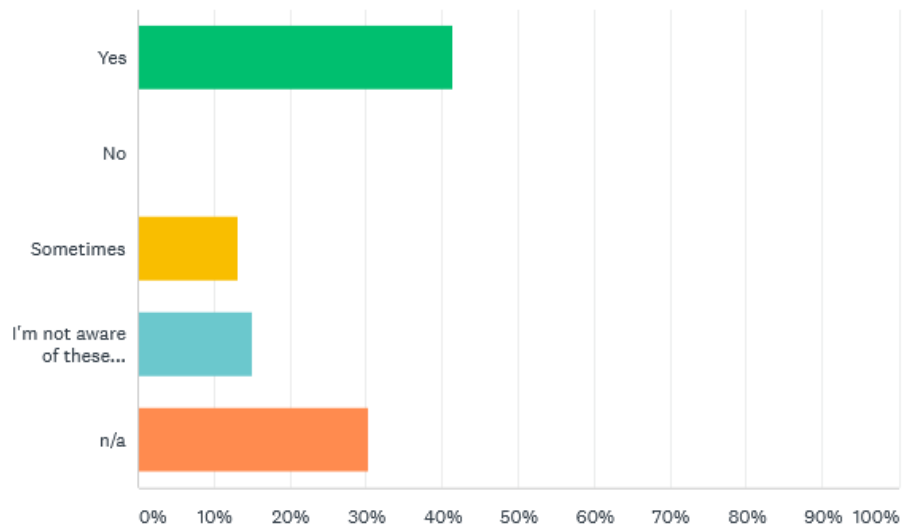
Total number of new digital items/files in the last 12 months is 33,765 across 33 libraries.

number of libraries	34	5	13	6	1	5	3	4	2
number of items	under 25	25 - 49	50 - 99	100 - 149	150 - 199	200 - 299	300 - 499	500 - 899	900 - 5000
range of items	1 to 24	30 to 47	50 to 92	100 to 138	150	200 to 250	300 to 450	500 to 848	1233 to 5000

Figure 13 new analogue content (number of items)

Total number of new analogue items in the last 12 months is 13,742 across 74 libraries. This is very interesting as it means 37 libraries added no new analogue content in 12 months.

Q 49 Do you comply with the Digital Practice Guidelines for NSW public libraries when digitising items in your collection?



Q 50 Thinking about digital local studies collections in your library only, provide a brief description of ...

Methods used to create metadata/catalogue:

Most of the responses for this question mentioned either the library or archives management system or the standards they are using. The standards used include Digital practice cataloguing guidelines, MARC21, RDA, LCSH, APT, Dublin Core, inhouse thesaurus, Australian pictorial thesaurus, ISAD(G) - General International Standard Archival Description. Some libraries use standardised templates to increase consistency, with separate templates for local magazines and newsletters. Another library mentioned catalogue templates including in depth 500 Marc field while another mentioned description, access and rights, preservation information if relevant; technical specifications (e.g file format). Mention was also made of recording donor details.

A library who has digital content stated that they have 2 files per image, 1 master tiff, raw scan at high res to save as a digital preservation file and 1 jpeg to use as a display file, and another library is scanning at high resolution from hard copy to external hard drive (note this has challenges for digital preservation).

The level of description ranged through *basic* or *brief to intermediate*, with one library stating that *most items have a low-moderate level of description*. Other libraries were cataloguing with *as much detail as we can, full bibliographic records* or that they *try to offer as much detail about the local significance as possible. We capture and record as much details as we can on each record and will attach research note or external web link to add value to the record. Each record is a full catalogue entry with conservation notes and general research note.*

method	number of libraries
Basic – intermediate /brief; Most items have a low-moderate level of description/Limited/Standard fields; Basic catalogue records; minimal level of detail/Brief / more than basic / Title, date, keywords, brief description, physical description/ DC-Metadata records are still being reviewed and upgraded even though we are live and harvesting to TROVE / Medium / Reasonable amount of detail	12
From basic to detailed - dependent on available information supplied/As most of our digital items are donated metadata is based on information from the donor. Efforts are made to verify information if not much or sketchy metadata is provided. Keywords rather than formal subject headings are used for the [name of library] website; include as much information/detail as is provided/available; Varies; description, date, owner or donor/RDA standards / title, date, subject, photographer, copyright, access restrictions / Variable: title, author (where known), date and subject as a minimum/ Depends on item - as required	9
As much detail as we can / We try to offer as much detail about the local significance as possible/Templates created in LMS or for Full Marc record/Full bibliographic records/Full details/As per library cataloguing templates with additional fields for images/ As much detail as possible is recorded in the record, including donor, where possible, and physical condition of item/ key identifiers used, subject headings, notes field, photographs, family names, place names/ As much information as possible in the record/ Subject Headings - Material descriptions – notes/As much information we can provide within RDA guidelines/ As detailed as possible/ Full catalogue records for photographs on website database, Digitised AV material have detailed records of each item/ We capture and record as much details as we can on each record and will attach research note or external web link to add value to the record. Each record is a full catalogue entry with conservation notes and general research note / As detailed as possible and practical for each format held/ high level, includes subject headings, in depth descriptions/ parts of the collection contain more detail where applicable. eg community archive, images, vertical files/ Very detailed. Title/creator/custodian/date of work/access restrictions/use restrictions/general notes etc / As much as possible.	17
International Standards Archival Description	1

Figure 14 methods used to create metadata or catalogue local studies material

How the public can search for digitised items:

The dominant method mentioned is the library catalogue as can be seen in the table below.

Method of search	Number of libraries
Library catalogue online	43
library website	6
Trove	6
platform like Recollect	5
DAM/S	3
Flickr	3
Microfiche reader	1
social media	1
app	1

Figure 15 How the public can search for digitised items

If the public can add content to digital collection records/items:

A small number of libraries said that members of the public can add comments to digital collection items. The method of this interaction varied.

can public add content to digital collection records/items	number of libraries
No	38
Yes on Flickr or other social media	4
Yes on catalogue / adding tags on catalogue	3
Yes via platform like Recollect	3
Yes, can email staff with information/ comments	3
Yes via contextual contact form on website	1
Yes, can fill in a suggested edit form	1
Yes, can add comments to photographs	1

Figure 16 Can public add content to digital collections

Access restrictions or charges

Some local studies collections have access restrictions and charges for use. It is likely that there are a higher number of libraries with charges as some seemed to discount charges for photocopying.

For information about access restrictions or charges 8 answered N/A, 17 answered no to both. Other libraries charged for high resolution digital copies regardless of the use these would have. Some libraries require appointments to view some analogue original materials or digital content. Payment for printouts from microfilm and copies was standard. A few libraries watermarked digitised or in copyright photographs.

Methods of recording and sharing information about copyright ownership and access conditions:

Methods of recording and sharing information about copyright ownership and access conditions had 9 answer N/A or no. The degree of consistency varied with one library mentioning that a *staff member has an interest in copyright issues - queries are referred to her* (note this is interest not necessarily skill). Another library has a form to contact local studies staff about the copyright status. *Generic statements with individual items suggesting that copyright may exist and for user to contact library staff if needed* appear less helpful as it means that people have to keep checking with library staff.

Other libraries seem to have a more consistent approach with the information *in the catalogue or on local database, in catalogue records, informing customers directly or notes on records such as the 500 tag, information on digital document, catalogue record, field with Copyright statement that shows on the record, included in catalogue records, on website, website and paper copies, on catalogue for catalogued items; on our internal databases for non-catalogued items. Copyright conditions and ownership rights and access conditions are usually stipulated with each record, and for another library, all records have copyright or creative commons statements.* Some libraries were using creative commons on digital materials.

Text shown in italics indicated that it is taken directly from the survey responses.

Q 51 Can clients access your material from outside the library?

▼ Library management system - catalogue records only no attached digital files	43.82%	39
▼ Library management system - catalogue records with some attached digital files	31.46%	28
▼ Library management system - catalogue records with digital files for all digital/digitised content	20.22%	18
▼ Archives management system - catalogue records only no attached digital files	1.12%	1
▼ Archives management system - catalogue records with some attached digital files	3.37%	3
▼ Archives management system - catalogue records with digital files for all digital/digitised content	5.62%	5
▼ Museum management system - catalogue records only no attached digital files	0.00%	0
▼ Museum management system - catalogue records with some attached digital files	2.25%	2
▼ Museum management system - catalogue records with digital files for all digital/digitised content	1.12%	1
▼ Trove	47.19%	42
▼ Through an aggregated system like Recollect	10.11%	9
▼ Other database system - catalogue records only no attached digital files	1.12%	1
▼ Other database system - catalogue records with some attached digital files	1.12%	1
▼ Other database system - catalogue records with digital files for all digital/digitised content	5.62%	5
▼ We use Flickr for some of our digital content	16.85%	15
▼ We use Soundcloud for some of our digital content	2.25%	2
▼ We use Youtube for some of our digital content	10.11%	9
▼ Our local studies material is available via a mobile app	4.49%	4
▼ We have exhibitions in the library using local studies material	47.19%	42
▼ We have exhibitions outside the library using local studies material	21.35%	19

Q 52 Are there some finding tools for local studies which can only be used in the library?

▼ All our metadata or cataloguing can be searched online	66.27%	55
▼ We have some information on spreadsheets	34.94%	29
▼ We have handwritten or card indexes	27.71%	23
▼ We have contents lists	16.87%	14
▼ We have other finding aids	27.71%	23

Additional finding tools include:

- Card indexes – to be digitised
- CDROMs
- Contents lists for archives
- Excel spread sheets for example relating to Councillors & Mayors
- External Hard drive with digitised images in subject area
- Fact sheets,
- Lists of photographs; vertical files
- Parks database
- Printed indexes
- Street database

Q 53 digital content and storage

Software used for creating digital content

Software for digital content	Number of mentions
Adobe photoshop	9
Recollect	5
Audacity	5
Adobe	4
Epson Scan software	4
Microsoft Office products	3
Adobe Acrobat Pro DC	3
Spydus	3
Faststone	2
Libero	2
basic photo editing software	1
Emu Archives Management software	1
Perfect Pictures	1
Aurora	1
Microsoft Paint	1
Silverfast 8 (for scanner)	1
USB2Tape	1
Canoscan	1
Lookatme (image management software)	1
eHive	1
Aurora/Montage	1
outsourcing	1
Blis	1
ScanPro	1
Anytime Video converter	1
Premiere Pro	1
audition	1
Lindy	1
OCR	1
PDF	1
Image Library software	1
Sony Sound Forge	1
Zoom Audio recorder software	1
MAGIX Movie Edit	1
Enterprise & Portfolio	1
NCH Suite	1
Databasics Cumulus	1
Flickr	1
HP Scanning software	1
LMS	1

Hardware used for creating digital content

Hardware used for creating digital content	Number of mentions
scanner (Epson V800 scanner, Epson/Perfection V700, HP)	29
pc (24" inch Bang & Olufsen PC)	9
Zoom H5 Handy Recorder (includes 2 other voice recorder + 1 Tascam recorder)	8
digital camera (35mm, Nikon D5100)	6
Multi Purpose Copying/Printing/Scanning device (Fuji/Xerox)	4
photocopier	3
digital video cameras (Panasonic NV GS 400 Mini Digital video camera)	3
outsourced	3
large format scanner	2
portable scanning devices	2
overhead scanner (Fujitsu book scanner)	2
audio recorder	1
external hard drive	1
Cassette tape to electronic - USB2Tape	1
studio	1
Bookeye Scanner	1
Audio-Technica ATH-M50X Professional Monitor Headphone	1
Sony ECM-909 Microphone, Panasonic VW-VMS2E Microphone	1
Microfilm scanner	1
VHS video recorder, external DVD recorder	1

Ownership of equipment and software that supports digitisation

Most of the equipment is owned by the library and or the council with the software being leased or owned. There are some other owners including Friends of the Library, an historical society, a museum and a staff member.

File formats / types used for creating digital images

The file formats used indicate that while most libraries have both preservation tiff files and access jpgs not all do. It may be that more information needs to be provided for libraries so that they are better informed about the need for preservation files as well as access files. There may be an issue with the amount of file storage available at some libraries.

Size of storage required for images

The amount of storage available for digital images varied widely from 8GB to 4TB. The library with 4TB was seeking more storage.

Backup system/strategy/storage

Indicates a need for digital preservation information and strategies as, for examples USB drives are not a digital preservation format. Other libraries have council or vendor managed back up storage and systems.

Local studies service and access

Q 54 Do you have a dedicated public local studies room or space?

▼ Yes we have a separate room in one library	39.22%	40
▼ Yes we have a separate open space, but it is part of a library	22.55%	23
▼ No	21.57%	22
▼ We have both a separate room and open space in the library	5.88%	6
▼ Yes we have a separate room in two libraries	3.92%	4
▼ Yes we have separate open spaces, but they are part of two libraries	1.96%	2
▼ Yes we have separate open spaces, but they are part of six or more libraries	1.96%	2
▼ We have a separate space and it is not in the library	1.96%	2
▼ Yes we have a separate room in three libraries	0.98%	1

Q 55 How large is the local studies collection space? Please provide a total of the local studies spaces in your council area.

The following table has the sizes of the local studies areas. Respondents provide an estimate or exact measurement of the area. The separate totals are shown in the relevant columns. There is a total of 4,733.61 m of local studies space which combines estimates and exact measures. This should be thought of as an indicative rather than an exact figure.

Estimate	Measure
555	245
450	170
330	117
248	110
200	100
168	72
160	70
160	69.24
112	66.83
110	60
84	60
80	39.76
55	36
50	34.6
50	32.5
50	30.4
42	16
38.25	15
30	13.33
30	12
30	6
25	5
25	4

25	3.2
25	2
20	1.7
20	1391.56
20	
19	
15	
15	
12	
12	
12	
10	
10	
10	
10	
6	
4	
4	
4	
2	
2	
1.8	
1	
3342.05	

Q 56 Is there a separate local studies storage space or spaces?

Yes for analogue material	41.67%	40
Yes for digital material	2.08%	2
Yes for both analogue and digital material	23.96%	23
No	32.29%	31

Q 57 Briefly describe how different local studies (non-digitised) collections are stored/housed any special conditions. eg temperature moderation

The air-conditioning which is top of the list is general library air conditioning. Temperature controlled indicates collection maintenance kinds of temperature control. In a small number of instances there was temperature and humidity control combined.

Feature	Number
air-conditioned building	27
temperature controlled closed access, no direct light	12
archive boxes/sleeves	12
open shelves	9
locked stack/ locked storage	9
compactus	8
temperature controlled open access room	6
temperature and humidity closed access, no direct light	6
offsite storage	3
pest inspections	1

Access to the collection

Q 58 Please select the statement that best reflects client access to your local studies collection

Clients can independently access the entire local studies collection in both digital and analogue formats	15.63%	15
Clients can independently access the entire local studies collection in digital but not analogue formats	7.29%	7
Clients can independently access the entire local studies collection in analogue but not digital formats	11.46%	11
Clients can independently access some collections but others	44.79%	43
Clients can only access local studies collections with help from staff	20.83%	20

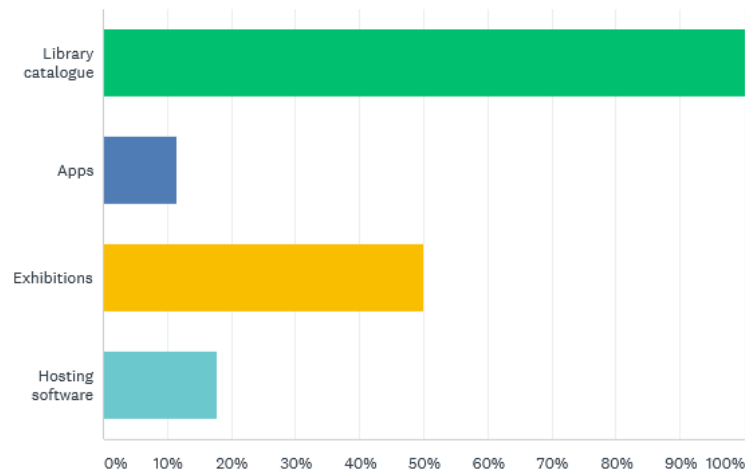
Q 59 Please select the statement that best reflects when your clients are able to access local studies collections

▼ Clients can access local studies collections held by the library whenever the library is open	85.57%	83
▼ Clients can access local studies collections held at the library at specified hours which are within library opening hours –please specify number of hours per week in comments	11.34%	11
▼ Clients can only access the local studies collections by making a booking	3.09%	3

Q 60 Please select the statement that best reflects which staff can assist clients with local studies enquiries:

▼ All staff working on service points to provide assistance with local studies enquiries	73.20%	71
▼ Local studies staff only are able provide assistance with local studies enquiries	14.43%	14
▼ A specialist group of staff are able to provide assistance with local studies enquiries	11.34%	11
▼ No staff are able to provide assistance with local studies enquiries	1.03%	1

Q 61 Our library provides access to our local studies collections through...



ANSWER CHOICES	RESPONSES
Library catalogue	100.00% 96
Apps	11.46% 11
Exhibitions	50.00% 48
Hosting software	17.71% 17

Q 62 Local studies programs, events, presentations or workshops your library has coordinated in the last 12 months.

This survey went out shortly before the closure of libraries during COVID-19. This timing had an impact on the answers.

The following dot points have been collated from the free text responses. The programs, events, presentations or workshops included:

- public talks on significant dates/events/people/local interests, Heritage Festival, History Week, International Women’s Day, talks in the library both English and bi-lingual; to community groups including local historical societies, and on the value and importance of donations to the LS collection in telling local stories, State Archive webinars online
- talks targeting children, or the local studies was brought into story time, talks to schools, talk and orientation on Indigenous resources in local studies for school students
- book launches by local authors/author talks, local poet forum
- exhibitions and displays including art works by local Aboriginal people, digital presentation for Anzac Day that was played on the screens in library branches
- antique days, show and tell
- jigsaw puzzles of local history photos
- Facebook and other social media
- walking tours and virtual walking tours, including cultural tours of multilingual suburbs, cemetery tours,
- workshops in oral history, finding criminal records, Bush Tucker, digital preservation, family history writing, researching property using LPI land titles records, house hunts

- local studies events as part of library book club
- participation in local festival
- Co-ordination recording life under COVID
- working with local historical societies with presentations
- workshops on accessing and utilising Ancestry/Trove
- history writing prizes
- produced local history book

Q 63 How do you promote your local studies collections, services and programs?

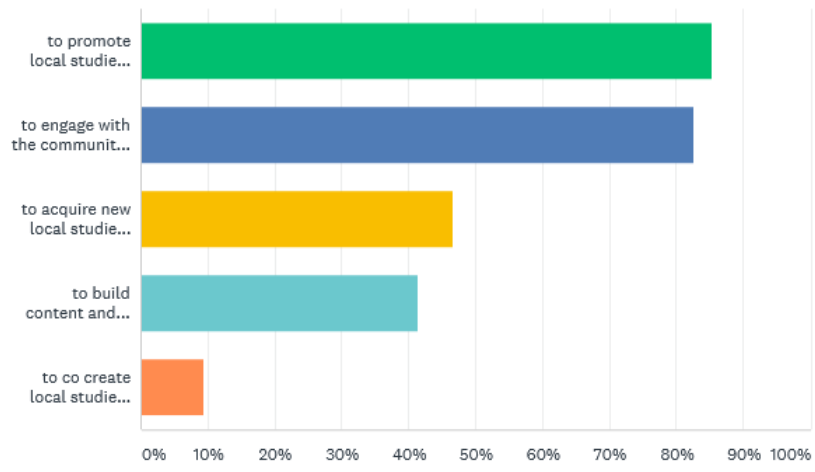
Methods to promote local studies	Number of councils
social media/Facebook/Instagram/twitter/YouTube	54
library or council website	45
council/library enewsletter	28
flyers/brochures/posters	25
local newspaper	21
noticeboards/enoticeboards	11
partnerships	11
displays or exhibitions	10
library newsletter	7
word of mouth	7
blog	5
media releases	4
radio	4
presentations by staff	2
council publications	2
catalogue	2
television	1

Figure 17 Methods used to promote local studies

Q 64 Other local studies collections in your library

▼ In our local studies area the library/council owns all the material or it is on permanent loan to the library/council	68.89%	62
▼ In our local studies area the library/council owns most of the material or it is on permanent loan and there is a collection owned by a family history and/or local history group in the same space which has the same availability as the rest of the local studies material	14.44%	13
▼ In our local studies area the library/council owns most of the material or it is on permanent loan and there is a collection owned by a family history and/or local history group in the same space which can only be used when a volunteer from the organisation is present.	5.56%	5
▼ The library has a small local studies collection on open shelves. A local history group has a space in the library for their collection, and the collection can only be accessed when a volunteer is available.	10.00%	9
▼ The library has no local studies collection. A local history group has a space in the library for their collection, and the collection can only be accessed when a volunteer is available.	1.11%	1

Q 65 Please indicate how your Library has used social media



ANSWER CHOICES	RESPONSES
▼ to promote local studies collections	85.33% 64
▼ to engage with the community about local studies	82.67% 62
▼ to acquire new local studies material	46.67% 35
▼ to build content and context around items already held by the library	41.33% 31
▼ to co create local studies material	9.33% 7

Evaluating your collection

Q 66 Indicate if you keep statistics

▼ number of local studies enquiries	76.92%	50
▼ number of people attending local studies programs	75.38%	49
▼ number of people using the local studies collection	36.92%	24
▼ number of visits to the local studies area/space	29.23%	19
▼ time taken on local studies enquiries	21.54%	14

16 libraries indicated that they did not keep local studies statistics.

Q 67 Does your library have key performance indicators for local studies collections and services

KPIs	
No	60
Yes	19
kinds of KPIs if specified	
items catalogued	4
visitor statistics	4
enquiries	4
research requests (target numbers and completion rates)	1
number of photographs/other items digitised	5
time for query	3
success rate	1
social media hit rate	1
number of programs (some with targets)	4
staff kpis	1
type of enquiries by defined categories	1
attendance at programs	2
number of oral histories (with a target)	2
number of photographs added to Recollect	1

Q 69 Describe how you measure use of your print and non-digital local studies collections

31 libraries did not measure use of the print and non-digital local studies collections. Note this can be hard to measure as these are frequently not for loan collections.

Method of measuring use	Number of libraries
enquiries/requests/queries	21
loan of collection items/LMS	12
catalogue search statistics/LMS	8
in house use data	5
estimate	2
visitor statistics	1

This data was provided as free text information and was collated

Q 70 Describe how you measure use of your digital or digitised local studies collections

Method of measuring use	Number of libraries
blog statistics	2
DAM statistics	7
database statistics	1
enquiry statistics	2
Flickr statistics	1
Google analytics	5
ILMS/LMS statistics	8
na or none	34
orders for digitised material	1
public comment	1
Social media use data	3
Trove newspaper statistics	1
website statistics	12

This data was provided as free text information and was collated

Q 71 Are there any other ways you evaluate your collections or services.

22 libraries evaluated their local studies collections or services in addition to the methods mentioned earlier in this audit. These methods included:

- receipt of letters about the service, customer comments including feedback via email and evaluation forms for events (6 libraries)
- comments about the service on social media, or in another format
- number of enquiries, the detail varied from library to library and could be weekly, level of inquiries - school, public, council, type of inquiry, how inquiry received - email, social media, phone, walk in, referral (multiple libraries)
- customer feedback forms in the library, customer satisfaction/feedback via email
- quarterly enquiry completion rate
- business plan performance indicators/KPIs/ for special projects
- by undertaking stocktake or audit (2 libraries).

- mystery shoppers
- evaluation of local studies collections and materials in conducted by consultation with the community and knowledge and skills of professional staff. State Library also assist with acquisitions and collection development, particularly with local Aboriginal History.

42 libraries said they did not evaluate their local studies collections or services.

There has been no time to focus on these matters as we have been short-staffed for most of the past four years since amalgamation so have had to focus on priorities – requests and desk shifts – instead.

Partnerships

Q 72 What other organisations in your local area are involved in collecting and managing local studies collections

The table below contains a summary of the individual responses. It is likely that there are more organisations than are listed, but this gives indicative data for the types of organisations involved. For some categories it would appear that this is an undercount.

Other local studies collections in area	Number
heritage/historical society	88
collection based museum (such as military)	46
family history society	31
site based museum (such as house or gaol)	19
specialist archives	6
progress associations	6
university - special collections	5
individual collectors	4
schools	3
councils	3
NSW National Parks	1
archaeology organisation	1
RSL	1
CWA	1
sporting clubs	1

Q 73 Briefly describe any partnerships you have established to develop, provide or promote local studies collections, services or programs

Free text answers were grouped with like information.

Partnership/connection	Kinds of connections if mentioned	Number of councils
historical/heritage society	collections+collection storage/events/programs/projects/scanning/oral history recording+training/MOU to connect/referrals/research/network coordination/cross promotion	42
family history society	collections/programs	14
community groups including RSL/scouts/start ups/churches	talks/referrals	10
museums	exhibitions	10
other council staff/areas	museums/galleries/theatres/place management team	8
historians		4
council heritage/historical advisory group	part of or connected to	3
schools		3
university		3
local clubs		2
council heritage officer		2
NSW State Archives	repository	2
tourist organisations	heritage information for tours/exhibitions	2
local arts groups	theatres/art centres	1
shopping centre	hosting and promotion of events	1

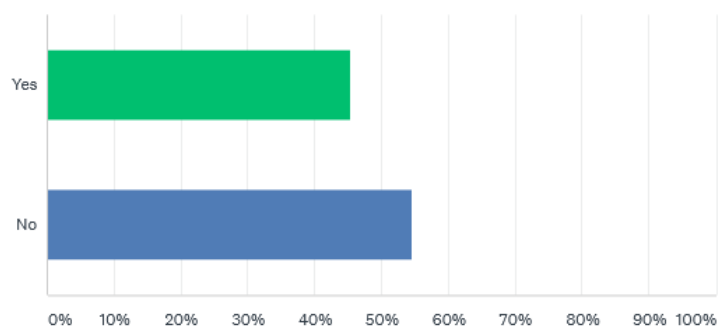
Figure 18 Free text information grouped with like

Volunteers

This section looks at the use of volunteer for local studies. The Australian Library and Information Association *Statement on voluntary work in library and information services* says

Use of volunteers in library and information services for specific purposes is acceptable but must never compromise the quality of service provision, nor replace paid employment in any way⁴.

Q 74 Does your library use volunteers for local studies associated tasks?



ANSWER CHOICES	RESPONSES
Yes	45.45% 45
No	54.55% 54

Comments indicate that volunteers have different roles in each library. The tasks they do include:

- scanning, digitisation projects
- basic enquiries, research
- checking of donated items for duplication prior to cataloguing
- indexing scrapbooks, collecting articles from our local paper
- transcribing digitised material
- accessioning, archiving, and cataloguing, basic level cataloguing, identifying images
- documenting zines
- metadata input
- help maintain the vertical files collections by clipping and scanning relevant newspaper articles and other ephemera material
- oral history interviews, oral history digitisation, type checking oral history interview transcripts
- family history enquiries

⁴ Australian Library and Information Association *Statement on voluntary work in library and information services* amended 2017 <https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-voluntary-work-library-and-information-services> [accessed 6 July 2021]

Appendices

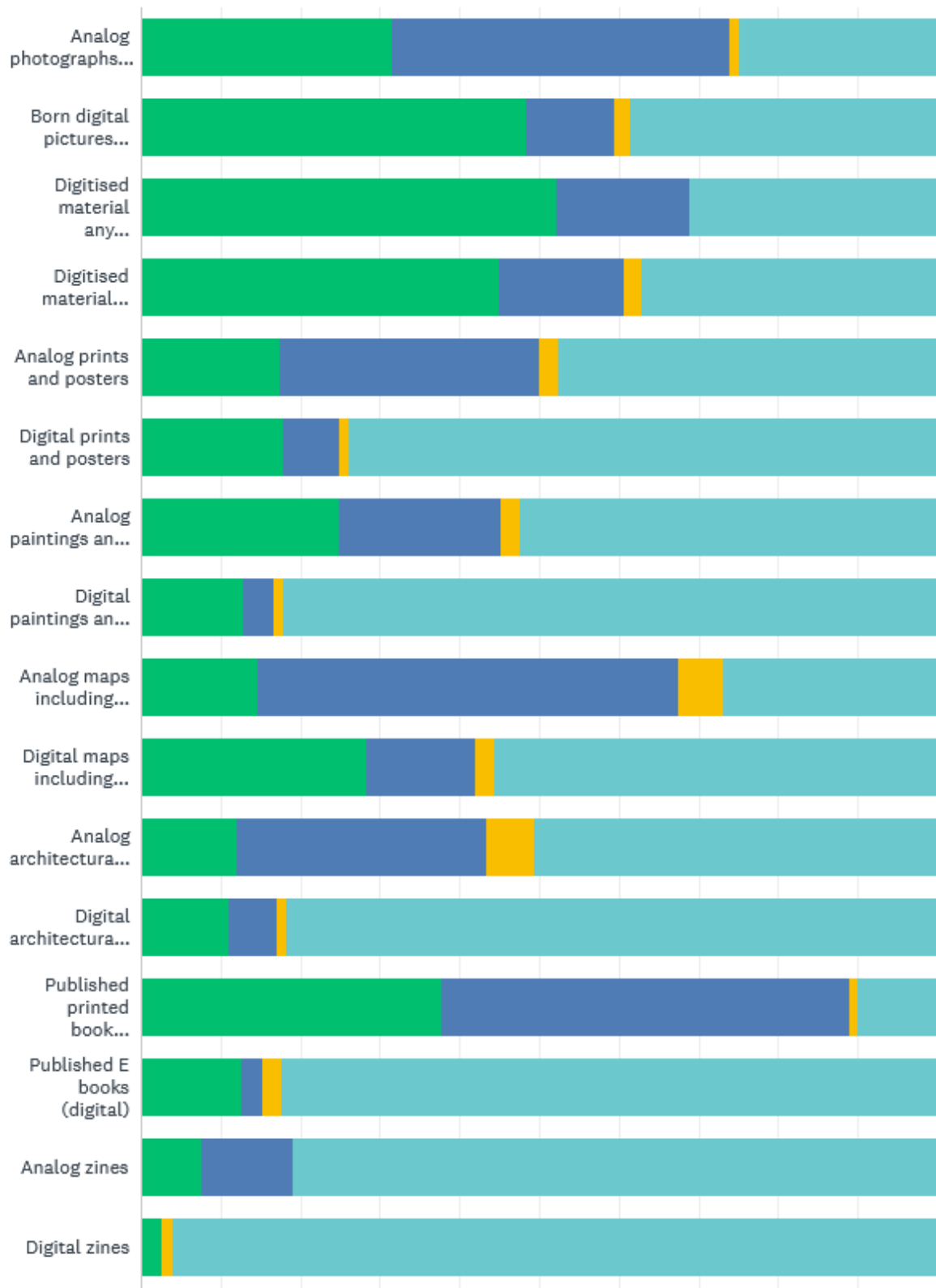
Appendix 1 Question 31 detail

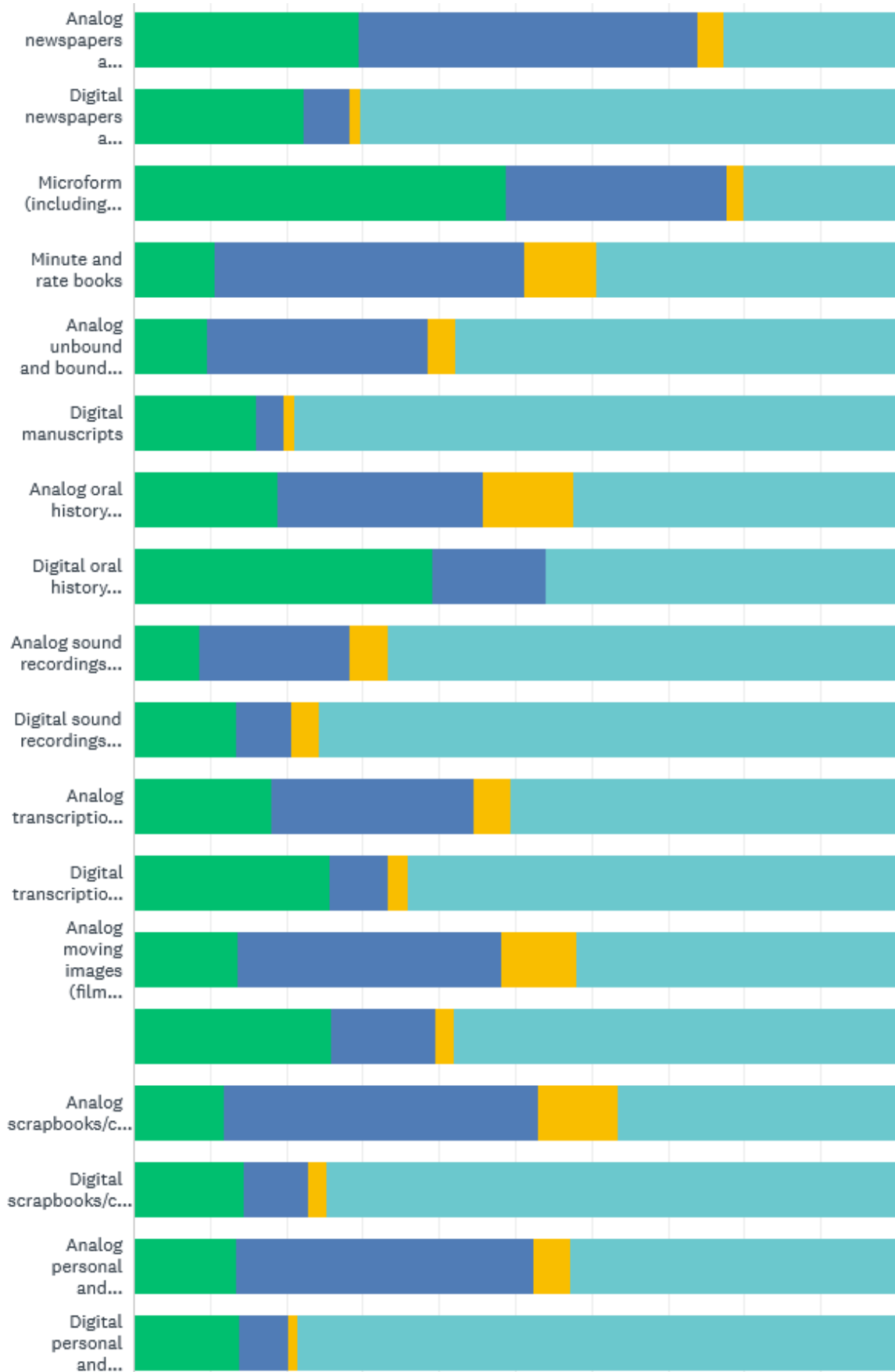
97/111

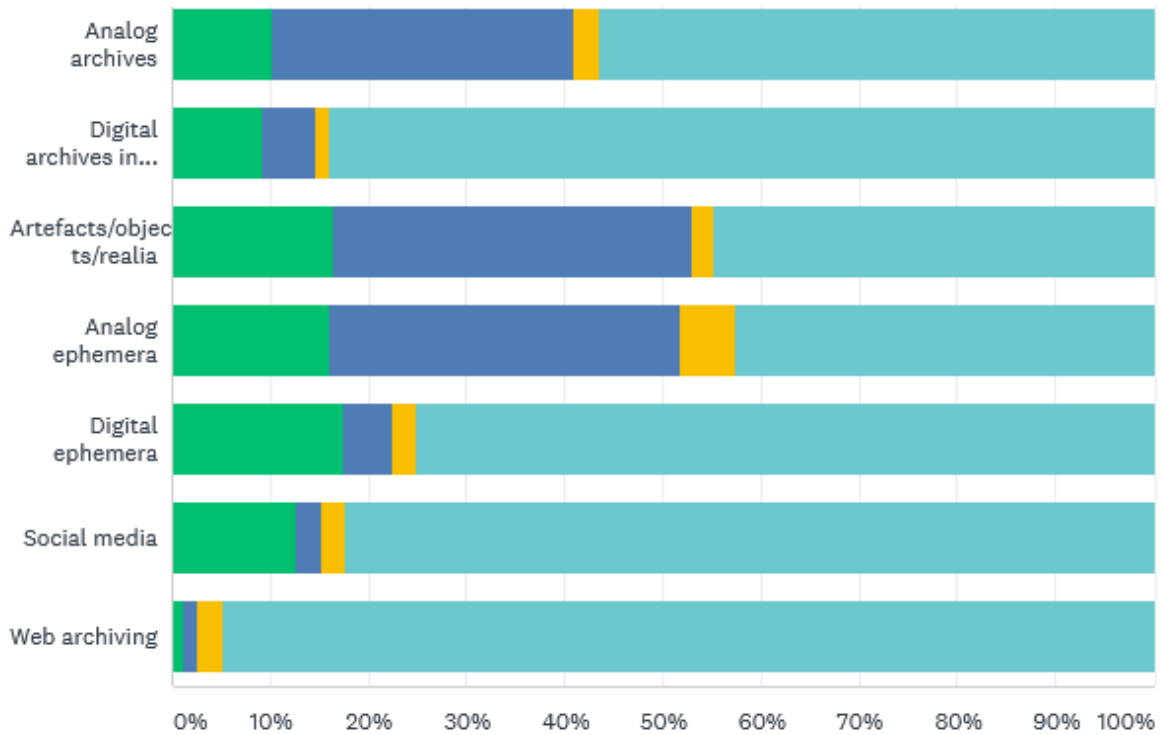
Good - pristine condition (green)

Fair - stable enough to be accessed but not in pristine condition (darker blue)

Poor - analogue risk of damage if accessed, for digital, no access at present (yellow)







	GOOD	FAIR	POOR	NA	TOTAL
▼ Analog photographs (including slides and negatives)	31.52% 29	42.39% 39	1.09% 1	25.00% 23	92
▼ Born digital pictures (acquired as digital images including photographs taken by staff)	48.35% 44	10.99% 10	2.20% 2	38.46% 35	91
▼ Digitised material any format (copy made from physical original owned by library)	52.22% 47	16.67% 15	0.00% 0	31.11% 28	90
▼ Digitised material (copies made from external or non-collection material)	44.94% 40	15.73% 14	2.25% 2	37.08% 33	89
▼ Analog prints and posters	17.44% 15	32.56% 28	2.33% 2	47.67% 41	86
▼ Digital prints and posters	17.86% 15	7.14% 6	1.19% 1	73.81% 62	84
▼ Analog paintings and drawings	25.00% 21	20.24% 17	2.38% 2	52.38% 44	84
▼ Digital paintings and drawings	12.82% 10	3.85% 3	1.28% 1	82.05% 64	78
▼ Analog maps including subdivision plans	14.61% 13	52.81% 47	5.62% 5	26.97% 24	89
▼ Digital maps including subdivision plans	28.40% 23	13.58% 11	2.47% 2	55.56% 45	81
▼ Analog architectural plans	12.05% 10	31.33% 26	6.02% 5	50.60% 42	83
▼ Digital architectural plans	10.98% 9	6.10% 5	1.22% 1	81.71% 67	82

▼ Published printed books (analog)	37.78% 34	51.11% 46	1.11% 1	10.00% 9	90
▼ Published E books (digital)	12.66% 10	2.53% 2	2.53% 2	82.28% 65	79
▼ Analog zines	7.59% 6	11.39% 9	0.00% 0	81.01% 64	79
▼ Digital zines	2.63% 2	0.00% 0	1.32% 1	96.05% 73	76
▼ Analog newspapers and periodicals	29.55% 26	44.32% 39	3.41% 3	22.73% 20	88
▼ Digital newspapers and periodicals	22.22% 18	6.17% 5	1.23% 1	70.37% 57	81
▼ Microform (including fiche and film)	48.89% 44	28.89% 26	2.22% 2	20.00% 18	90
▼ Minute and rate books	10.71% 9	40.48% 34	9.52% 8	39.29% 33	84
▼ Analog unbound and bound manuscripts	9.64% 8	28.92% 24	3.61% 3	57.83% 48	83
▼ Digital manuscripts	16.05% 13	3.70% 3	1.23% 1	79.01% 64	81
▼ Analog oral history recordings	18.82% 16	27.06% 23	11.76% 10	42.35% 36	85
▼ Digital oral history recordings	39.08% 34	14.94% 13	0.00% 0	45.98% 40	87
▼ Analog sound recordings other than oral history	8.64% 7	19.75% 16	4.94% 4	66.67% 54	81
▼ Digital sound recordings other than oral history	13.41% 11	7.32% 6	3.66% 3	75.61% 62	82
▼ Analog transcriptions or detailed logs of oral histories	18.07% 15	26.51% 22	4.82% 4	50.60% 42	83
▼ Digital transcriptions or detailed logs of oral histories	25.64% 20	7.69% 6	2.56% 2	64.10% 50	78
▼ Analog moving images (film and/or video)	13.58% 11	34.57% 28	9.88% 8	41.98% 34	81
▼ Digital moving images (film and/or video)	25.93% 21	13.58% 11	2.47% 2	58.02% 47	81
▼ Analog scrapbooks/cutting books	11.76% 10	41.18% 35	10.59% 9	36.47% 31	85
▼ Digital scrapbooks/cutting books and subject compilations/vertical files	14.46% 12	8.43% 7	2.41% 2	74.70% 62	83
▼ Analog personal and community papers	13.41% 11	39.02% 32	4.88% 4	42.68% 35	82
▼ Digital personal and community papers	13.92% 11	6.33% 5	1.27% 1	78.48% 62	79
▼ Analog archives	10.26% 8	30.77% 24	2.56% 2	56.41% 44	78
▼ Digital archives in linear metres	9.33% 7	5.33% 4	1.33% 1	84.00% 63	75
▼ Artefacts/objects /realia	16.47% 14	36.47% 31	2.35% 2	44.71% 38	85
▼ Analog ephemera	16.09% 14	35.63% 31	5.75% 5	42.53% 37	87
▼ Digital ephemera	17.50% 14	5.00% 4	2.50% 2	75.00% 60	80
▼ Social media	12.66% 10	2.53% 2	2.53% 2	82.28% 65	79
▼ Web archiving	1.28% 1	1.28% 1	2.56% 2	94.87% 74	78