

Archives & Manuscripts Donor Guide



Table of Contents

Introduction	3
Why do we collect Archives and Manuscripts?	3
What do we collect?	3
Who uses the collections?	4
How can I donate?	4
Should I organise my archive before donation?	5
What happens when I bring my archive in?	5
Can I borrow my archive after I donate it?	5
Copyright	5
How we care for your collections	6
Access	6
Collection Examples	7
Contact details	9

Introduction

He kete irirangitia, hei tākoha kura mō āpōpō

Gifts held aloft endowing our future

Auckland Libraries' Heritage Collections (including Sir George Grey Special Collections) can be found at the Central City Library. There are also four research centres or regional hubs at the Central City Library, Takapuna Library (North), Waitākere Central Library (West) and Manukau Library (South), as well as a satellite collection at Pukekohe Community Library. The collections contain archives and manuscripts, photographs, maps, ephemera (e.g. posters and pamphlets), serials (e.g. newspapers and magazines), oral histories, film and music collections and books, including rare first editions and private press publications. Exhibitions and smaller displays that draw on these collections are also held at the research centres and in the Central City gallery on Level 2.

Collectively these documentary heritage collections form a valuable research resource that is of local, regional, national and international scope and significance. They cover an array of subject matter, such as local history, colonial settlement, family history and Māori and Pacific whakapapa, arts and music, and social justice, community and religious groups. Each of the research centres has its own specialisations and holdings that reflect its regional location. Sir George Grey Collections, which is one of New Zealand's key research destinations, has a dual focus on Tāmaki Makaurau/Auckland and Northland. Its extensive collections were founded on the basis of a significant gift in 1882 by the nineteenth century Governor of New Zealand, Sir George Grey (1836-1910).

Why do we collect Archives and Manuscripts?

Archives and manuscripts are collected to document the lives, thoughts and activities of individuals and organisations. They are a primary source for the future understanding of our society and identity. Researchers using archives contribute to this by publishing books and articles, making documentaries and teaching others using their research.

What do we collect?

The type of archives and manuscripts collected includes unpublished papers and records of individuals and organisations (including businesses, community and environmental groups) with local Auckland, regional, national and international significance. This comprises material of both a historical and contemporary nature, as well as those written in a variety of languages, including te reo Māori. The personal and family papers of individuals can include diaries, journals, letters, notebooks, drafts of books (published or

unpublished), personal correspondence, sound recordings, photograph albums and scrapbooks; whilst records from organisations typically comprise minute books, reports, correspondence files, financial papers and ledgers.

All potential donations are first assessed for their research or historic value and relationship to existing collections, as well as in relation to Auckland Libraries' Heritage Collections development policies. We welcome the opportunity to review material prior to donation.

Material in all formats is accepted, including 'born digital' (e.g. computer files, disks and hard drives – these are distinct from items that have been digitised), videotapes, DVDs and cassette tapes. This range also reflects the hybrid or mixed nature often present in individual archive collections (e.g. correspondence, newspaper clippings, diaries, CDs and PowerPoint presentations). In line with archival principles, mixed format archives are kept together and described as single collections.

Items in formats requiring any form of machine intervention are likely to have complex long-term accessibility and preservation requirements. Therefore, early consultation is strongly encouraged.

As per individual donation agreements, material that is not appropriate for the library's Heritage Collections will either be returned to the original owner or disposed of. Where appropriate, the library can suggest other relevant libraries, archives, galleries, museums and historical societies that donors can approach.

Who uses the collections?

The collections are used by a wide variety of customers, including secondary and tertiary students, Treaty of Waitangi claimants, professional and local historians, authors and biographers, researchers, genealogists, council staff and others pursuing specific research interests.

How can I donate?

If you are thinking of donating your archives and manuscripts (or indeed any other types of items, such as photographs or books) to Auckland Libraries or are unsure whether they are suitable for permanent preservation, you can come into the Sir George Grey Special Collections Reading Room or one of the regional research centres and discuss it in person. You can also phone or email us using the contact information at the end of this guide.

Apart from exceptional circumstances, we do not accept archives and manuscripts on loan or deposit. This is because Auckland Libraries bears the ongoing cost of housing, storing and managing collections, including making them accessible through digitisation.

There is an expectation that archives, and manuscripts will be made fully available to researchers unless access restrictions are imposed by the donor or Auckland Libraries. Issues pertaining to sensitive items or entire collections can be discussed prior to donation and specified on the Gift Agreement form (see below).

Just as museums prefer original artefacts over reproductions, we generally only accept original records but will consider copies when the item is rare and of high significance. In certain instances, we may be able to provide the donor with a copy of the original.

Should I organise my archive before donation?

Since the research value of records may be diminished if items are removed or rearranged from an archive, you should seek advice from specialist heritage staff before reorganising or discarding items. We encourage donors to visit and bring in a selection of materials so that heritage staff can provide assistance. In cases of particularly important and large archive collections, heritage staff may be able to visit your home or office to carry out an assessment and give advice.

It is helpful if you can create and provide a list and description of the items being donated, as well as any relevant contextual information, such as the dates and names of people who appear in photographs. Other contextual information (published or unpublished) is also useful, such as the stories behind significant items that document personal and/ or organisational history. It is also appreciated if archives arrive in clean, labelled, small to medium sized boxes (banana boxes or wine crates are ideal) along with a list and any other additional information.

What happens when I bring my archive in?

All donations require a completed Gift Agreement form, which can be filled out with a member of heritage staff. This form constitutes our formal agreement with you for the material's access and use. Auckland Libraries then accepts all responsibility for the ongoing care of and provision of access to the collection.

Can I borrow my archive after I donate it?

We normally do not lend material back to donors but may consider this in exceptional circumstances on a case-by-case basis

Copyright

Assignment of copyright is often complex, particularly since ownership of copyright is separable from ownership of a physical item. Generally, copyright belongs to the author or

creator of the work. At the time of donation, you can let us know on the Gift Agreement form whether you agree to assign copyright as far as it belongs to you to Auckland Libraries or whether you permit Auckland Libraries to physically and digitally copy and reproduce items for exhibition, publication, education or promotion purposes.

How we care for your collections

Archives and manuscripts are stored in secure, environmentally controlled storage areas at the Central City Library and research centres in the North, West and South (and Pukekohe) but may occasionally also be located at suitable off-site locations. All packaging and storage materials are designed to protect materials from deterioration and damage.

Once an archive or manuscript arrives, it is ‘processed’, by examining, describing and repackaging the contents. Depending on its size and complexity, and any access restrictions or conservation issues, ‘processing’ an archive or manuscript can take some time. With archival collections, heritage staff will ‘arrange’ or organise the contents according to archival standards and either create a basic listing or a more detailed inventory of the contents. These processes aid access because they help researchers understand what is contained within a particular archival collection. Archives and manuscripts are not usually available for research until this work is complete. They are subsequently made accessible upon request at the specified holding location and information about them is also made available online (see link below).

Access

Collections are searchable through Auckland Libraries’ online heritage databases and indexes: <https://www.aucklandlibraries.govt.nz/Pages/heritage-collections.aspx> Heritage staff can help you with your research enquiries and suggest the most likely sources of information. Online guides and resources are also available at:

<https://www.aucklandlibraries.govt.nz/Pages/guides-resources-heritage-collections.aspx>

All collections are reference only and can be viewed at the specified holding location, either the Central City Library or one of the research centres (see details at the end of this guide). In some cases, they may have also been digitised and available online.

We aim to make all archives and manuscripts as accessible as possible to everyone. However, occasionally restrictions are also necessary to preserve particularly fragile material. In these instances, preservation copies or transcripts may be made to enable research access. Restrictions may also be implemented in order to protect personal privacy. If you have concerns about the sensitivity of information in the material you are donating, or its publication, then special conditions can be negotiated for access and/ or

use. These can be discussed with heritage staff prior to donation and specified on the Gift Agreement form.

Collection Examples

The following thematic list gives an indication of archives and manuscripts holdings in Heritage Collections around the region. Please note this is not an exhaustive list.

- **Early European contact and settlement** – Captain James Cook and Sir Joseph Banks journals and correspondence (1765-1818); Charles Heaphy's plan of Auckland (1851); Captain William Hobson's (first Governor of NZ) correspondence (1835-1846); Sarah Felton Mathew's journals and scrapbook detailing the early settlement of Auckland (1840-1847).
- **Environmental and social action/justice organisations** – Auckland Committee on Racism and Discrimination Papers / ACORD (1972-1986); Auckland Peace Foundation (1980s-2000s); Greenpeace New Zealand (Inc) (1970s-1990s); Save Piha Shellfish (1997-2001); Manukau Harbour Protection Society (1974-1984); Waitakere Multicultural Society (1998-2005).
- **Literature** – Manuscripts collected by Frank Wild Reed relating to the author Alexandre Dumas père (1830s-1930s); manuscripts of Michael Kennedy Joseph's novel The Holy Children (published posthumously as Kaspar's Journey, 1978-1988); Ruth Kerr Collection (research and early drafts of the 2009 publication West: The History of Waitakere edited by Ruth Kerr and Finlay Macdonald, 2004-2008); manuscripts of novels by Jane Mander, including Allan Adair (c.1920s); Stitchbury Collection of author and poet Laurence Dakin (1928-1951, 1970s).
- **Local history and community archives** – JT Diamond Collection, the papers of amateur historian and archaeologist John (Jack) Thomas Diamond (research on the western districts from early Māori settlement to the late 1990s); Green-Hayward Collection (1820s-1940s); Manukau Harbour Protection Society (1974-1984); Nga Tapuwae College Collection (1976-1997).
- **Māori** – Grey NZ Māori Manuscripts containing waiata, mōteatea and whakapapa (19th century); Hoani Waititi Marae Collection (1970s-1980s); Ngā reta Māori / Grey Māori Letters written by Māori and Moriori to Sir George Grey and his contemporaries (1840s-1890s).
- **Pacific** - Illuminated addresses to Sir George Grey from the Parliament of Rarotonga/Cook Islands (1896); Polyfest Collection (1999-2017); South Auckland

Poets Collective / SAPC records (2007 to present); Waitakere Pacific Arts and Cultural Centre (c.2005-2014).

- **Performing Arts, including Music and Theatre** – ‘God Defend New Zealand’ lyrics by Thomas Bracken (1876); Going West Writers Festival Collection of ephemera and oral recordings (1996 to present); Mercury Theatre records (1963-1992); Pacific Renaissance Pictures collection (Hercules and Xena television series, 2000-2001); The Pumphouse Theatre records (c.1970-2018); papers of Auckland councillor and entertainment entrepreneur Philip (‘Phil’) Warren (1960s-1970s).
- **Religion** – al-Kashf wa'l-Bayan, an authoritative theological text (1712); The Lost Village of Pehiakura (papers from 1866-1965 relating to Rev. C.T.J. Luxton’s 1960 publication Methodist Beginnings in the Manukau); Presbyterian Church of New Zealand minute books and registers (1854-1916); Rossdhu Books of Hours prayer book (c.1475); St James Hall Committee (St James Anglican Church Parish Hall, 1923-1954).
- **Sports** – Takapuna Women’s Bowling Club (1995-2004), Finlayson Park School (sporting events, 1979-1995); Glen Eden Tennis Club (1928-1990s); New Zealand Marching Association (1945-199).
- **Women’s organisations** – Albany Country Womens Institute minute books (1929-1983); Auckland Lesbian Archive (1985-1995); Broadsheet Collective administrative records (1971-1999); Onehunga Ladies Benevolent Society Inc. minute books (1873-2004); Swanson Country Women’s Institute (1926-2005).

Contact details

Sir George Grey Special Collections

Level 2, Tāmaki Pātaka Kōrero Central City Library, 44-46 Lorne Street, Auckland 1010

Phone: 09 377 0209; Email: Specialcollections@aucklandcouncil.govt.nz

Opening hours: Monday to Friday 9am-5pm, Saturday & Sunday 10am-4pm

Research Central

Level 2, Tāmaki Pātaka Kōrero Central City Library, 44-46 Lorne Street, Auckland 1010

Phone: 09 307 7771; Email: arc@aucklandcouncil.govt.nz

Opening hours: Monday to Friday from 9am-8pm, Saturday & Sunday 10am-5pm

Research North

Level 1, Takapuna Library, 9 The Strand, Takapuna, 0622

Phone: 09 890 4924; Email: Library.Northheritage@aucklandcouncil.govt.nz

Opening hours: Monday 9am-6pm, Tuesday, Wednesday & Friday 9am-5.30pm,
Thursday 9-8.30pm, Saturday & Sunday 9.30am-4.30pm

Research West

Level 2, Waitākere Central Library, 3 Ratanui Street, Henderson, 0612

Phone: 09 892 4966; Email: Library.westheritage@aucklandcouncil.govt.nz

Opening hours: Monday, Tuesday, Wednesday & Friday 9am-5.30pm, Thursday 9-7pm,
Saturday & Sunday 10am-4pm

Research South

3 Osterley Way, Manukau Library, Manukau, 2104

Phone: 09 261 8637; Email: Library.SouthHeritage@aucklandcouncil.govt.nz

Opening hours: Monday & Friday 9am-5pm, Tuesday & Wednesday 9am-5.30pm,
Thursday 9am-7pm, Saturday & Sunday 10am-4pm

Manuscripts Online | <http://www.aucklandcity.govt.nz/dbtw-wpd/msonline>

Kura Heritage Collections Online | <https://kura.aucklandlibraries.govt.nz/digital/>

Acknowledgements: With thanks to staff at the Hocken Collections, University of Otago Library, whose guide to donations (2016) forms the basis of this one.