

MAAS Research Library Policy

Draft Policy for comment: 27 June 2016

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1. Policy Statement

The Museum of Applied Arts and Sciences (MAAS) is Australia's contemporary museum for excellence and innovation in applied arts and sciences. The Research Library is the MAAS staff library, and is also open by appointment to external researchers. The Research Library acquires and disseminates books, journals, digital subscriptions and other materials as information resources which support the research, scholarship and operations of MAAS.

2. Application

This Policy applies to the administration, development and usage of the Research Library collection.

3. Collection Development

- 3.1 The Research Library acquires materials which support and inform the MAAS Collection, areas of curatorial responsibility, and MAAS exhibitions, publications and programs.
- 3.2 Museology and fashion are ongoing strengths in the Research Library's Acquisition program, with the latter linked to the evolution of the MAAS Centre for Fashion.
- 3.3 Donations are accepted where they enhance the Research Library's collection development goals. Due to space constraints, duplicates of existing resources are not accepted.
- 3.4 Exchanges are offered chiefly to acquire gratis exhibition catalogues from other museums and galleries.
- 3.5 Materials may be removed from the Research Library collection and replaced if they are no longer in a usable condition. This includes Library publications which have been damaged by borrowers.

4. Rare Books

- 4.1 Rare books are defined as being published before 1800, known to have a market value of or in excess of \$1,000, or are significant due to their Provenance. Rare books are, by their nature, irreplaceable.
- 4.2 Rare books are processed with the minimum of Research Library ownership marking and are securely stored.
- 4.3 Rare books are not available for Inter-library loan due to the inherent risk of damage or loss. Loans to other institutions are managed in accordance with the Loans section of this Policy.

5. Cataloguing

- 5.1 The Research Library is a member of Libraries Australia and the Libraries Australia Document Delivery (LADD) service.
- 5.2 The Research Library adheres to the descriptive and subject cataloguing standards prescribed by Libraries Australia.
- 5.3 The Research Library contributes its Holdings and Bibliographic Records to the Australian National Bibliographic Database (ANBD) and WorldCat.

6. Loans

- 6.1 MAAS employees are the Research Library's principal borrowers. Loan periods are one month for books and audio-visual resources, and one week for journals. Long term loans are available through consultation with Research Library staff. Library materials are recalled if urgently required by a MAAS staff member, or by a requesting Inter-library loan library.
- 6.2 At the discretion of Research Library staff, external researchers may borrow a Library publication through an Inter-library loan. The responsibility for this loan rests with the requesting library, which must fund or provide a replacement copy in case of damage or loss.
- 6.3 Research Library materials are also loaned as objects for display in MAAS exhibitions, both in-house and touring and may be loaned to other public collecting institutions, upon request. Loans to other institutions are managed in accordance with the Outgoing Loans Policy.

7. Public Access

- 7.1 The Research Library is open, by appointment, to external clients from 9.00 am to 5.00 pm on weekdays. Visitor appointments are scheduled so as not to conflict with the research requirements of MAAS staff.
- 7.2 Remote access to the Research Library's online catalogue is available through the MAAS website. The online catalogue provides search and advanced search options, in addition to the facility to search exclusively for MAAS publications.

8. Roles and Responsibilities

Head of Strategic Collections: Ensures that MAAS Library Services are managed in accordance with this Policy, related legislation, policies, plans and procedures and accepted best practice standards

Library Services Manager: Manages the operation of the Library Services unit and ensures best practice in library collection management and access; develops and maintains the Research Library management program, procedures, standards and guidelines and monitors compliance across MAAS.

Library Services Unit: Works collaboratively to ensure best practice in library collection management and access.

9. Definitions

Acquisition: The ordering, purchase and receipt of library materials.

Bibliographic Record: An entry in a database or catalogue which represents and describes a library item.

Holding: A collection item which is identified by a Dewey Decimal Classification (DDC) number.

Inter-library loan: An arrangement whereby a library obtains a publication for a user by borrowing it from another library.

MAAS Collection or Collection: The acquired Collection of material and objects owned by MAAS.

Provenance: The history and ownership of an object, including books, from the time of its creation to the present day, which assists in the assessment of authenticity and ownership.

10. Related Museum plans, policies and/or procedures

- Outgoing Loans Policy
- Records Management Policy
- Security Policy
- Third Party Copyright Policy
- Emergency Management Plan

The latest version of any Policy or legislation referred to will apply.

11. Relevant legislation and external context

This Policy should be read in conjunction with the following:

- *Copyright Act 1968* (Cth)
- *Copyright Regulations 1969* (Cth)
- *Museum of Applied Arts and Sciences Act 1945* (NSW)
- *Museum of Applied Arts and Sciences Regulation 2012* (NSW)

The latest version of any Policy or legislation referred to will apply.

12. Responsible Officer

Library Services Manager

13. Responsible Department & Unit

Curatorial, Collections and Exhibitions Department, Library Services unit

14. Amendment history

Version	Date issued	Notes	By
1	21/07/2016		Executive