



Council Policy

Local History Collection



Local History Collection

Policy scope

The City of Fremantle Local History Collection exists to collect, preserve, manage, and make accessible materials that document the history of the City of Fremantle. The Collection serves as a permanent historical resource for the benefit of present and future community. It is maintained to the highest possible standard, within the limits of available resources, to ensure its long-term growth, preservation and accessibility.

This policy establishes the criteria for the acquisition, de-accessioning, and access of items in the City of Fremantle Local History Collection.

Policy statement

1. Objectives of the Collection

1.1 The objectives of the City of Fremantle Local History Centre are to:

- a. Collect materials that document the historical, social, political, geographic, and economic development of Fremantle;
- b. Preserve and maintain appropriate archival standards including the storage, conservation, and protection to materials — including both physical and digital formats — to ensure long-term preservation; and
- c. Promote digital access and to make the collection accessible to residents, researchers, students, council officers, and the wider public, while protecting original materials.

2. Scope of the Collection

2.1 The City of Fremantle Local History Centre collection covers:

- a. Social, cultural and community life;
- b. Physical environment;
- c. Economic and industrial development;
- d. Political and civic activity; and
- e. Geographic and urban planning developments

3. Formats of the Collection

3.1 The following Print Materials may be collected:

- a. Local and family histories
- b. Genealogical resources
- c. Monographs (published/unpublished)
- d. Fiction and non-fiction related to the area
- e. Reports, theses, documents
- f. Directories and electoral rolls



- g. Newspapers (local, state, and national, in full or article form)
 - h. Periodicals and newsletters
 - i. Government publications
 - j. Ephemera (brochures, pamphlets, posters, invitations, election material, etc.)
- 3.2 The following Manuscripts and Archival Material may be collected:
- a. Diaries, journals, and reminiscences
 - b. Sketchbooks, drawings
 - c. Personal or family papers
 - d. Oral history transcripts
 - e. Records and archives of current and former local businesses and community organisations, schools, churches, etc.
- 3.3 The following Council Archives may be collected:
- a. Strategic plans, annual reports, budgets
 - b. Newsletters, brochures, images, plans and other official documents
 - c. Visitor books
- 3.4 The following Cartographic Materials may be collected:
- a. Survey maps
 - b. Published and unpublished maps
 - c. Subdivision and real estate maps
 - d. Aerial photographs
 - e. Architectural plans
- 3.5 The following Images and Audio-Visual Materials may be collected:
- a. Photographs: original/copies of prints, negatives, transparencies, slides, digital
 - b. Posters, calendars, and illustrations
- 3.6 The following Audio Visual Materials may be collected:
- a. Oral histories: audio recordings and transcripts
 - b. Video materials, including digitized footage and DVDs
 - c. Online visual content and edited transcripts
- 3.7 The following Microforms and Digital Formats may be collected:
- a. Microfilm/Microfiche
 - b. Digital formats (MP3, MP4, PDFs, cloud-stored files)
 - c. Machine-readable materials
- 3.8 Artefacts are generally excluded, unless they can be easily stored and have significant local relevance. Items deemed unsuitable for the Collection will be referred to an appropriate institution, such as the Western Australian Museum or the Army Museum of Western Australia.



4. Acquisition and De-accession

4.1 Materials for the collection will be acquired by the Fremantle History Centre through donation, bequest, purchase, or transfer.

4.1.1 Purchase

a. The City may purchase materials with relevance to Fremantle, subject to budget approval.

4.1.2 Donations

- a. Donations must align with this policy.
- b. A 'donor form' is to be completed for each donation.
- c. Donations are permanent. Any proprietary, copyright or other interest whatsoever which may be possessed in the donated material is hereby irrevocably transferred and assigned to the Fremantle Library.
- d. All donations are acknowledged.

4.1.3 Deposit

- a. Archival deposits from community organisations, particularly those no longer active, and materials produced by the City of Fremantle (e.g. photographs) may be accepted.
- b. Acceptance will be based on the collection's size, significance, relevance, longevity, available space, and funding.

4.1.4 Copying

a. Photocopies, scans, and digital reproductions of original materials may be acquired.

4.1.5 Creation

- a. The City of Fremantle may generate original content such as:
 - Oral histories / written histories
 - Photographic projects
 - Local publications and guides
 - Educational material
 - Exhibitions

4.2 De-accessioning and recommended disposal of items shall comply with all relevant legislation applicable to local government, museums and collecting organisations. An item may be de-accessioned if it:

- a. does not meet any of the criteria for acquisition as described in this policy;
- b. has greater relevance to another organisation or collection;
- c. is a duplicate;
- d. lacks any provenance to enable proper identification or to establish its relevance to a collection;
- e. is in such a condition that it is not cost-effective for the City to maintain or adequately care for its conservation or deteriorated beyond reasonable repair; or



f. is discovered to be unlawfully in the Collection.

5. Access to the Collection

- 5.1 The collection is reference-only and not for loan.
- 5.2 Access to the content of the Collection will be through the library management system.
- 5.3 The Fremantle History Centre will be open to the public for limited hours Monday to Friday, and by appointment during business hours. Access to the Fremantle History Centre will be permitted only under staff supervision. In the absence of staff, the Centre will remain locked to ensure the security and preservation of the irreplaceable Collection.
- 5.4 As the Collection is particularly susceptible to damage the copying of any material will be made by mobile camera device in accordance with Australian copyright laws and from the direction of the local history librarian.
- 5.5 Supply of a large table within FHC facilitates stability of the Collection and prohibits removal of items from the Collection for copying.
- 5.6 Digital access to transcripts, images, indexes, and oral history extracts will be promoted.

Definitions and abbreviations

Nil.

**Responsibility and review information**

Responsible officer:	Director Creative Arts and Community
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