

# Giving your Archives and Manuscripts to the Hocken Collections



*Archives storage at the Hocken Collections*

# Nau Mai Haere Mai ki Te Uare Taoka o Hākena: Welcome to the Hocken Collections

He mihi nui tēnei ki a koutou

kā uri o kā hau e whā arā,

kā mātāwaka o te motu,

o te ao whānui hoki.

Nau mai, haere mai ki te taumata.

The Hocken Collections is one of New Zealand's foremost historical research libraries. It was founded on the private library of Dr Thomas Morland Hocken (1836– 1910), who in 1907 gifted his outstanding collection of books, pamphlets, newspapers, manuscripts, maps, paintings and drawings to the University of Otago, in trust for the people of New Zealand. The Hocken Collections opened in 1910. The Hocken is open to all members of the public, and to the staff and students of the University of Otago. No charges are made for using the collections, except for copying and reproduction services.



*A collection of archives arrives in the Hocken Collections loading bay.*

## WHY DO WE COLLECT ARCHIVES AND MANUSCRIPTS?

Archives are collected to document the lives, thoughts and activities of individuals and organisations. They are a prime source for the future understanding of our society and identity. Researchers using archives contribute to this by publishing books, making documentaries and teaching others based on the results of their research. Archives may also document the rights and obligations of individuals and organisations in relation to one another.

## WHAT DO WE COLLECT?

The Archives and Manuscripts Section collects unpublished records of individuals and organisations with historical significance. Some collections are of national significance, while with others the focus is on Otago and Southland. We assess a potential donation or deposit in terms of its historical or research value, its relationship to the rest of the collection and to the Hocken's Collection Development Policy.

We welcome the opportunity to review material. We accept material in most formats, including 'born digital' (such as computer files, disks and hard drives), videotapes, DVDs and cassette tapes. Documents in formats requiring any form of machine intervention have complex long-term accessibility and preservation requirements. Early consultation is strongly encouraged.

If material is not appropriate for our repository then it is returned to the original owner. Sometimes another archives institution is suggested as more appropriate.

If you think your papers are appropriate for donation or deposit to the Archives, please contact the Curator of Archives and Manuscripts, who will be very happy to discuss potential donations and deposits.

## WHO USES THE COLLECTION?

The collection is used by a wide variety of researchers including university staff and students, professional and local historians, authors and biographers, school students, genealogists, Treaty of Waitangi claimants, and others pursuing a specific interest.



*Researchers using archives in our Special Reading Room*

## HOW CAN I DONATE MY ARCHIVES?

The Hocken Collections accepts responsibility for the care of archives either as donations or deposits:

*Donation* - Legal ownership of the archives is transferred to the Hocken Collections. The Hocken then accepts all responsibility for the ongoing care of and provision of access to the archives. Most individual and family papers are accepted as donations as public funds will be spent on their preservation and management.

*Deposit* - Legal ownership remains with the depositing individual or organisation; however there is an expectation that the archives will be deposited in perpetuity as public funds will be spent on their preservation and management. Should the depositing organisation cease to exist, or individual depositor pass away, then ownership of the archives passes to the

Hocken Collections. Deposits are accepted from ongoing organisations, as well as authors, writers, artists, musicians, composers and politicians, although this list is not exhaustive.

Just as museums prefer to collect original artefacts rather than reproductions, the Archives prefer original records rather than copies. In certain circumstances we can provide the donor with a copy of the original for themselves.

## SHOULD I ORGANISE MY ARCHIVES BEFORE I DONATE THEM?

Because the research value of records may be diminished if items are removed or rearranged, you should seek advice from the Archives before discarding or reorganising papers. In cases of particularly significant, large collections an Archivist or Curator might be able to visit your home or office to review your material.

It is helpful to provide contextual information such as names of people who appear in photographs or the stories behind significant items that document personal or family history. It is also appreciated if archives arrive in labelled, clean boxes, together with a list of their contents.



*Some donations on display at a donor's event*

## WHAT EXACTLY HAPPENS WHEN I BRING MY ARCHIVES IN?

All donations or deposits require a completed collection receipt. This will be filled out with a member of the Archives staff. The receipt constitutes our formal agreement with you for the material's access and use. An additional deposit agreement will also be completed for deposits.

## CAN I BORROW MY COLLECTION AFTER I DONATE OR DEPOSIT IT?

We consider loans of material back to depositors only, on a case-by-case basis. Loans are approved under the terms of the Archive's policy for special loans.

## COPYRIGHT

Assignment of copyright is often complex. Generally copyright belongs to the author or creator of the work. Moreover, ownership of copyright is separable from ownership of the physical item. Although you may donate or deposit your archives at the Hocken copyright is not transferred. At the time of donation or deposit, we will request permission to reproduce items for the purposes of exhibition, publication, education or promotion of the Hocken, both physically and digitally.

## HOW WE CARE FOR YOUR COLLECTIONS

The Hocken Collections stores all archives and manuscripts in a secure, temperature and humidity controlled area. All packaging and storage materials are designed to protect the archives from deterioration and damage.

Once an archives collection arrives, it is 'processed', by examining, listing and repackaging it. Depending on the size, complexity, restrictions and conservation issues associated with an archive, 'processing' can take a varied amount of time. We will organise archives according to archival standards and will not necessarily retain their original order. Collections may not be open for research until all of this work is complete. The collection is recorded on Hākena, the Hocken's online catalogue for pictures, photographs, archives and manuscripts. Hākena is available at <http://hakena.otago.ac.nz>

## ACCESS

As the Hocken is a closed stack, reference only collection, researchers must use material within the premises and may not borrow it. All requests to access archives are checked by staff on reference duty, and then retrieved from the secure storage area. Staff may also advise researchers on their research and the most likely sources of information. All researchers must register as Hocken readers and are required to produce appropriate identification at the time of registration.



*A collection "in process"*

## RESTRICTIONS ON ACCESS

We aim to make all archives as accessible as possible to researchers and the majority of collections can be accessed without restriction. However in some cases restrictions are necessary for the purpose of protecting personal privacy. If donors and depositors have

concerns about the sensitivity of information in archives, or the publication of material, then special conditions can be negotiated such as restrictions on access or use.

Sometimes restrictions are also necessary to preserve particularly fragile material. In these cases preservation copies or transcripts may be made to enable research access.

## MONETARY DONATIONS OR BEQUESTS

We welcome enquiries from individuals wishing to provide monetary donations to the Hocken. The Curator of Archives and Manuscripts will be happy to discuss this possibility.

Some examples of our existing collections:

### ***Arts and literature -***

James K. Baxter, Colin McCahon, Charles Brasch, Janet Frame, Roger Hall, Otago Art Society.

### ***Commerce and industry -***

The Union Steam Ship Company, Cadbury Confectionery Ltd, Otago / Southland Employers Association, Hallenstein Bros Ltd, mining company records, Union records.

### ***Education -***

Otago schools, preschool education, the University of Otago and the Otago Education Board. The Hocken Collections is an approved repository under section 26 of the Public Records Act 2005. We are able to take records designated public records under the Act in agreement with Archives New Zealand. To maintain this status we are required to meet standards required by Archives New Zealand. We collect the records of Otago Primary and Secondary Schools, and the University under this designation.

### ***Early European contact and settlement -***

Letters and diaries of early settlers, explorers and missionaries; official records of the Otago Association; the Canterbury Association, the Church Missionary Society.

### ***Māori -***

Kāi Tahu Waitangi 27 Claim papers, Ōtākou Runaka records, Herries Beattie papers, Edward Shortland papers.

### ***War –***

Papers of numerous soldiers, Dunedin RSA records, 2<sup>nd</sup> NZEF Association.

### ***Religious groups -***

We hold records of a variety of religious groups as well as being the official repository for both the Anglican and Methodist Churches in Otago and Southland, has strong holdings of Baptist records and some other denominations. N.B. the Presbyterian and Catholic churches have their own archives and the Hocken does



not take or hold official archival material relating to these churches. We also hold some archives of the Dunedin Jewish Congregation.

***Sport and leisure -***

New Zealand Alpine Club, Otago Racing Club, Otago Rugby Football Union, New Zealand Bowling Association.

***Women and society -***

Rural Women New Zealand, Federation of University Women and many others.

***Health and Medicine -***

Royal New Zealand Plunket Society Headquarters, H. P. Pickerill (plastic surgery), New Zealand Society of Physiotherapists, Sports Medicine New Zealand Inc.

Some examples of personal records of historic value:

Letters, memoirs, reminiscences, diaries, scrapbooks, photograph albums, awards, certificates, research papers and professional papers.

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*Archives in custom made boxes in the storage stack*

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