

HOCKEN COLLECTIONS

COLLECTION DEVELOPMENT POLICIES NOVEMBER 2007

GENERAL FRAMEWORK.....	4
Purpose.....	4
Ownership and Preservation	5
General scope.....	5
Digital materials.....	7
Exclusions	8
Process	8
Deaccessioning	9
Changes to the Policy.....	10
ARCHIVES AND MANUSCRIPTS	11
Scope.....	11
Formats	11
Priorities.....	11
Means of acquisition	13
Funding	13
Procedures.....	13
Cooperation and Rationalisation.....	14
Exclusions	14
EPHEMERA COLLECTION	15
Scope.....	15
Formats	15
Priorities.....	16
Funding	16
Procedures.....	16
Cooperation and Rationalisation.....	17
Exclusions	17
MAPS COLLECTION.....	18
Scope.....	18
Priorities.....	18
Funding	19
Procedures.....	19
Cooperation and Rationalisation.....	20
Exclusions	20

MUSIC AND SOUND COLLECTION	21
Scope	21
Formats	22
Priorities	22
Funding	23
Procedures	23
Cooperation and Rationalisation	24
Exclusions	24
NEWSPAPERS COLLECTION	25
Scope	25
Priorities	26
Formats	27
Funding	28
Procedures	28
Cooperation and Rationalisation	28
Exclusions	28
PERIODICALS COLLECTION	29
Scope	29
Exclusions	32
Priorities	32
Funding	32
Procedures	33
PHOTOGRAPHS COLLECTION	34
Scope	34
Formats	34
Priorities	35
Funding	36
Procedures	36
Co-operation and Rationalization	36
Exclusions	36
PICTURES COLLECTION	37
Scope	37
Format	37
Priorities	37
Funding	39
Procedures	39
Cooperation and Rationalisation	39
Exclusions	39
POSTERS COLLECTION	40
Scope	40
Priorities	40
Funding	41
Procedures	41
Cooperation and Rationalisation	41
Exclusions	41

PUBLICATIONS COLLECTION.....	43
Scope.....	43
Priorities.....	44
Funding.....	47
Procedures.....	47
Cooperation and Rationalisation.....	47
Exclusions.....	48

HOCKEN COLLECTIONS DEVELOPMENT POLICY

GENERAL FRAMEWORK

Purpose

The purpose of this policy is to:

- Give effect to the Hocken Collections Deed of Trust provisions enabling additions to the Collection for the benefit of the people of New Zealand.
- Assist the University of Otago maintain its roles in research and teaching, as critic and conscience of society and as a repository of expertise and knowledge under the Education Act 1989.

To this end it seeks to:

- Maintain the characteristics of the Collections as a national repository of documentary and pictorial material (including modern New Zealand art) within the framework established by Dr Hocken.
- Support the University of Otago's Strategic Directions to 2012 imperatives for
 - Achieving research excellence
 - Achieving excellence in research-informed teaching
 - Contributing to the national good and international progress
 - Strengthening external engagement
 - Building and sustaining capability

under the general umbrella of the University of Otago Library's Strategic Plan as its major New Zealand and Pacific collection.

- Acknowledge and provide for Māori, particularly Kai Tahu, interest in the Hocken Collections in accordance with the University's Treaty of Waitangi obligations.
- Assist the exercise of Hocken Collection's responsibilities as an approved repository under the Public Records Act 2005.
- Maintain complementarity with other national documentary and pictorial heritage repositories.
- Develop the international profile of the Collections.

Ownership and Preservation

- Ownership of The Hocken Collections is in three parts:
 - The Original Collection as donated by Dr Hocken, owned and managed in trust by the University of Otago. This collection is protected absolutely.
 - Subsequent Additions to the Original Collection by gift, bequest, and purchase, owned and managed in trust by the University of Otago. Duplicates may be deaccessioned from this collection.
 - Deposited Collections, most usually archives, which are managed within the Hocken Collections, but are owned externally, such as public archives under the Public Records Act or the archives of the Anglican Diocese of Dunedin.
- Acquired resources shall normally be owned and preserved in perpetuity as Additions to the Original Collection, except for deposited materials owned externally. Items purchased with trust funds must in all cases be treated as Additions to the Original Collection.
- Items may be acquired by purchase, gift, bequest, deposit, exchange, or transfer from other parts of the University.
- Deposited items shall normally be accepted on the basis that the arrangement is long-term, with the prospect that in time they will be added to the Collection permanently.
- Only in the most exceptional circumstances and where there is a clear public interest shall items be received without provision for access.

General Scope

- Resources acquired shall relate to the history, cultures, development, and natural environment of New Zealand, the Pacific, early Australia, and Antarctica. The scope also includes travel, voyaging, cartography, colonisation and missionary activity from the early modern era onwards relevant to the Pacific.
- There shall be a complementary framework for resources of Māori interest covering all Collections.

- Traditional areas of strength shall continue to be built on, including:

Travel and exploration
 Voyaging
 Missions
 Pacific ethnology
 Māori and Te Reo
 Migration
 Planned settlement
 Otago and Southland
 Literary studies
 Art history

Religion
 Politics and government
 Educational history
 Health history
 Business history
 Military history
 Natural history
 Transport and
 communications

- Develop and collect for new or potential areas of research, for example:

Intellectual history

Architecture and design
 Cultural history
 Environmental studies
 Popular culture
 Counter culture

Marginalised groups
 Ethnic minorities
 Children's history
 Recreational history

- Collect to allow research across a wide range of disciplines, particularly the humanities.
- Collect to allow research on national and, comparatively, on international themes.
- Encompass a wide range of physical formats: textual, visual, sound, and digital.
- Give priority to identifying systematically major individual prospective resources, particularly those that are at risk, with a view to acquisition and preservation.
- Act as the main repository for historical materials relating to the University of Otago, including those of the former Dunedin College of Education.
- Support the preservation of Kai Tahu documentary heritage in the region south of the Waitaki (Murihiku), including if required acting as a secure repository.
- Collaborate with external groups in the creation of new resources.

- Within this broad framework acquisition and preservation will be within a number of groupings, based on format and provenance, as follows:

Archives and manuscripts	Periodicals
Ephemera	Photographs
Maps and plans	Pictures
Music and sound	Posters
Newspapers	Publications

- Each grouping shall have appended to this policy a set of explanatory notes setting out its scope in support of the general principles of this policy.
- With the possible exception of published collections it is recognised that no one collection can fulfil the whole general scope of the combined Collections, but nonetheless that each will fall within that scope, contributing to the whole.
- For authenticity, in general, items in original form are preferred, but where this is not possible preservation-standard copies may be acceptable.

Digital Materials

- Depending on its nature digital material may be held internally or externally, in designated institutional repositories, but nonetheless forming part of the Hocken Collections. It is recognised that digital resources will require a separate policy. For the time being:
 - Where material exists in two versions, hardcopy and electronic in demountable form offline (CDs, digital tapes, DVDs, etc.), both versions may be acquired having regard for searchability, with preference given to hardcopy.
 - If the electronic version is online only, then the hardcopy only will be acquired.
 - Unpublished materials that exist only in electronic form, whether online or offline, may be acquired and preserved on disk or on a server as appropriate. Exceptionally it may be printed out if it is economic to do so.
 - Published materials in the public domain that exist in online form only on an outside server, particularly those with multiple links, shall not normally be printed out, but may be linked to from bibliographic records of discontinued hardcopy versions. It shall not normally be printed out or transferred to offline electronic versions, unless there is no alternative means of preservation, within or outside the Hocken Collections.

Exclusions

- The following formats are considered to be normally out of scope:
 - Oral history, excepting as it relates to the University of Otago
 - Moving film
 - Three-dimensional objects (except for small objects with a particular collection association and those associated with Dr Hocken and his family)
 - Sculpture, except for items produced by Frances Hodgkins Fellows
- According to statutory requirement and other particular circumstances this collection development policy shall have regard for the policies of allied institutions, the purpose of which is preservation of documentary heritage materials in perpetuity, in particular:

- - Alexander Turnbull Library
 - Archives New Zealand
 - Canterbury Museum
 - Dunedin City Council Archives
 - Dunedin Public Art Gallery
 - Macmillan Brown Library
 - McNab New Zealand Collection
 - Methodist Church of New Zealand Archives
 - New Zealand Film Archive
 - Ngai Tahu Archives
 - North Otago Museum
 - Otago Settlers Museum
 - Presbyterian Church of Aotearoa New Zealand Archives
 - Southland Community Archives
 - Special Collections, University of Otago Library
 - West Coast Historical Museum

Process

- Acquisitions should, where feasible, be actively sought through defined programmes of activity within budgeted limits.
- For security of supply and to achieve best condition published items should be identified, sought and acquired immediately after publication through standing arrangements with suppliers and the systematic perusal of standard bibliographies.

- Direct solicitation is the preferred means of acquisition for privately published materials, particularly those which may be obtained free of charge.
- Out-of-print published materials should be regularly searched for and purchased through antiquarian dealers' catalogues, auction houses, disposal lists and websites.
- Unpublished materials, including art works, archives and photographs that could profitably be added to the collections should be actively identified in the community or through commercial dealers, and acquired by negotiation whether as a gift, purchase, deposit, or transfer under the Public Records Act.
- In some areas of major research interest it will be appropriate to establish systematic documentation strategies that could straddle a number of collections.
- Unexpected opportunities to acquire significant resources within this policy should be promptly responded to.
- At all times, relationships with donors and depositors, including potential donors and depositors, must be actively fostered.

Deaccessioning

- No item may be deaccessioned from the Original Collection. The Original Collection is protected by the Deed of Trust.
- For definitional purposes, the Original Collection shall include all items listed in the Catalogue of the *Hocken Library, Dunedin* (1912) plus any other items bearing Dr Hocken's signature or initials, or his personal book label or book plate, or are in his own hand, or can be shown to have been received by him.
- Additions to the Original Collection subsequent to 1912 may be deaccessioned where:
 - They can be shown to be exact duplicates of material already held, or
 - They have been received improperly. For example, where the donor or vendor had no right to give or sell them to the Collection. Such withdrawal should be substantiated by all available documentation forming the basis of a sworn affidavit, or
 - They have physically deteriorated beyond redemption, or are actively placing other parts of the collection at risk.
- Deposited material may be deaccessioned within the terms of the original deposit provided it is by transfer to the original party or to a third party with

the agreement of the original party for permanent preservation. Deaccessioning of deposited material for destruction is not permissible, except with the permission of the owner.

- All cases of deaccessioning must be carried in consultation with the Hocken Librarian.
- Material which is received unappraised, but not yet accessioned to item level, and found not to be required may be returned, transferred to an alternative repository, or destroyed, within the terms of the original receipt.
- Unsolicited gifts, bequests, and deposits which are outside the scope of this policy, or which duplicate existing holdings, or which would be more appropriately held in another repository, may properly be declined.

Changes to the Policy

- Any change to this policy that abridges the scope of the Collection as set out in the Deed of Trust must be approved by the Council of the University of Otago in its capacity as Trustee and confirmed by High Court order.
- Other changes should normally be proposed to the Hocken Collections Committee for advice and confirmation.

COLLECTION DEVELOPMENT POLICY

ARCHIVES AND MANUSCRIPTS

SCOPE

The Archives and Manuscripts collections are divided into several categories for the purposes of prioritisation of collecting activities. The categories are also used for prioritisation of arrangement and description work and preservation work.

FORMATS

Depending on context and provenance, archives and manuscripts can include a full range of formats – textual, pictorial, digital, and three-dimensional.

PRIORITIES

Level 1

In the main these are owned collections, which would not be collected locally by other institutions, except possibly by the Alexander Turnbull Library or the Otago Settlers Museum if the Hocken Collections did not. Additions to this category fulfil the intentions of Clause 7 of the Collections Deed of Trust, and are usually acquired by gift, bequest or purchase. The major exception is the archives of the University of Otago, which are deposited under the provisions of the Public Records Act 2005.

The research strengths of this category are early settlement and immigration to New Zealand, voyaging and exploration, early British administration, European colonial policy, early missionary activity in New Zealand and the Pacific, literary and art history, Maori history, political history, and experiences of war. This category includes;

- Dr Hocken's original collection of archives and manuscripts
- Subsequent additions of similar material
- University of Otago records and those of associated bodies and significant staff
- The papers of nationally prominent writers, artists and musicians with a strong Otago connection, especially those who have held a University of Otago fellowship
- Personal papers of prominent New Zealanders with ties to Otago and Southland

- Records and papers of Maori, in particular southern Maori
- Archives and manuscripts with an Otago connection documenting experiences of war

Level 2

These collections have wide research appeal to the Otago research community, but can also be of national interest. They are often acquired by deposit as many of the organisations in this category are ongoing and maintain legal ownership of their archives. Some could be collected by other institutions, but many would not be collected if Hocken did not.

The research strengths of this category are business and economic life, religion, education, health and welfare, sport and recreation, cultural life and the physical environment and information documenting individual's lives.

This category includes the records of:

- Otago public schools and other educational institutions
- Otago Education Board
- Otago Regional Council and the records of the former Otago Catchment Board
- Otago Harbour Board
- Selected southern NZ based businesses and Otago professional firms
- Selected Otago farms, stations and horticultural enterprises
- Anglican Diocese of Dunedin
- Methodist Church records from Otago and Southland
- Other religious congregations where these are not collected by another institution
- Otago based national organisations (head office records only)
- Selected other national organisations (for example the Royal New Zealand Plunket Society and the New Zealand Alpine Club)
- Organisations with an Otago regional administrative focus (including Otago branch records of national organisations)
- Friendly Societies and lodges
- Employers and employees organisations
- Environmental and scientific groups
- Cultural groups

Level 3

Holdings in this category document life in the community of Dunedin and sometimes other areas of Otago. They may be of interest to family historians and other researchers. They may be acquired on deposit or by donation. The Hocken Collections may not necessarily collect archives in this category.

- Local sports clubs
- Local or city figures and families
- Hobby and recreational groups

- Service and social groups
- Non-Otago regional and local branches of organisations whose head office records are held and for which no alternative repositories are available
- Local branch records of Otago regional organisations
- Ephemeral papers of a family, individual or organisation
- Oral history projects/collections, normally when part of a larger collection

MEANS OF ACQUISITION

Archives and manuscripts may be acquired by donation, bequest, purchase or deposit. Ownership of items acquired by donation, bequest and purchase is transferred to the Hocken Collections. These acquisitions have the status of ‘Additions to the Original Collection’.

Legal ownership of archives on deposit remains with the depositing organisation, and they do not have the status of ‘Additions to the Original Collection’. However, it is expected that they will remain at the Hocken Collections until such time as the depositing organisation is wound up, when ownership of the archives will be transferred to the Hocken Collections. *Deposits will normally only be accepted from ongoing organisations, although occasionally they will be accepted from living individuals such as writers and artists with the expectation that the ownership will eventually be transferred to the Hocken Collections.*

Original material may also be accepted on loan for copying. In this case the originals are returned to the owner and the Hocken Collections keeps the copy.

FUNDING

Purchases will normally be funded from the Hocken Library Endowment Fund.

PROCEDURES

In most cases material for acquisition is identified when the owner or their agent offers it to the Hocken Collections. In some cases the owner may be approached by Hocken staff. Material for purchase may be identified when offered by the owner or their agent or through auction catalogues.

When material is received into the building it is receipted, a copy of the receipt is given to the donor/depositor/vendor. Material may be accepted on loan for copying(see above) or on loan for further appraisal where Hocken staff want further time to consider the acquisition.

The status of the records of the University of Otago is currently unclear. Prior to the introduction of the Public Records Act 2005, these records were regarded as a deposit from the University of Otago. At present they may be regarded as deposited in an 'approved repository' under the same legislation.

COOPERATION AND RATIONALISATION

The Hocken Collections values the goodwill and respects the collecting policies of other archives institutions. See the Framework for a full list. Those with directly complementary interests include, but are not limited to:

- Dunedin Regional Office of Archives New Zealand
- Alexander Turnbull Library
- New Zealand Film Archives
- Otago Settlers' Museum
- Dunedin City Council Archives
- North Otago Museum
- Presbyterian Church of Aotearoa New Zealand Archives

Archives and Manuscripts Section collecting activities should, where appropriate, complement the other Hocken collections, e.g. pictures, photographs, maps, music, periodicals and publications.

Photographs which form part of the archives or papers of an organisation or individual are retained as part of that archives collection. Collections purely photographic in nature are referred to the Photographs Collection.

Publications, such as newsletters and journals published by depositing organisations, may be duplicated with the Publications Collections holdings.

EXCLUSIONS

- Archives collections with no or negligible relationship to Otago, unless they fall under Level 1
- Archives of mainly local interest within an area of Otago (e.g. archives relating to Oamaru or the Waitaki Valley would be referred to the North Otago Museum)
- Records of government departments (Archives New Zealand)
- Records of the Presbyterian Church (Presbyterian Church of Aotearoa New Zealand Archives)
- Exclusively oral history collections (Otago Settlers Museum or the Oral History Collections of the Alexander Turnbull Library)
- Exclusively film and video collections (New Zealand Film Archive)
- Three-dimensional objects, except small objects integral to a collection

COLLECTION DEVELOPMENT POLICY

EPHEMERA COLLECTION

SCOPE

In support of the Hocken Collections generally, the scope of the collection encompasses general New Zealand themes, and particularly Otago life. The collection is in these areas representative rather than comprehensive, and is informed by both informational and aesthetic values.

Ephemera consists of short term informational printed material, typically less than five pages in length. It is generally regarded as too slight for independent cataloguing. The collection does not include matchboxes, postage stamps or the like, which are generally the domain of private collectors.

The collection is in several parts:

- Artists' ephemera managed by Pictorial Collections
- Music ephemera managed by Technical Services
- Election ephemera managed by Technical Services
- General ephemera (the rest) managed by Technical Services
- Some specialised ephemera in the Archives and Manuscripts Collection, e.g Lady Stout suffragist buttons, early promissory notes
- Posters primarily of informational value may also be found in the Ephemera Collection

FORMATS

These include but are not limited to:

Advertising inserts

Birthday cards

Banknotes

Bookmarks

Bookplates

Buttons

Christmas cards

Cigarette cards

Concert programmes

Crate/luggage labels

Dance cards

Educational course promotionals

Election brochures

Exhibition catalogues, (under 4 pages)

Flyers

Food labels

Funeral sheets

Health and safety flyers

Identity cards

Invitations

Letterheads

Lottery tickets

Magnets

Menus

Orders of service

Passes

Phone cards

Posters (see also Posters policy)

Product catalogues

Promissory notes

Ration books and coupons

Service sheets (church)
Sales catalogues
Share certificates
Sports programmes
Theatre programmes
Tickets

Timetables
Toast lists
Tourism brochures
Trade cards
Wine labels

PRIORITIES

The main priority is for ephemera of Otago and to a lesser degree Southland origin, with especial emphasis on University of Otago and Hocken Collections ephemera:

Level 1

University of Otago
Artists' ephemera (New Zealand wide)
Election material (New Zealand wide)
Music ephemera (Dunedin)

Level 2

Bookplates
Concert programmes (New Zealand wide)
Educational course promotional
Health and safety flyers
Sports programmes
Theatre programmes
Timetables
Tourism brochures
Wine labels

Level 3

Other

FUNDING

Funds for the purchase of ephemera are from the Hocken Library Endowment Fund.

PROCEDURES

Posters are primarily acquired by gift, solicited and unsolicited. There is a preference for systematic transfer arrangements, where these can be established. Exceptionally, ephemera may be purchased from dealers' catalogues and at auction.

Exchanges of duplicates may be arranged with other institutions.

COOPERATION AND RATIONALISATION

Co-operation with the ephemera collections of the Alexander Turnbull Library, Dunedin Public Library, and Otago Settlers Museum on exchanges and acquisitions.

EXCLUSIONS

Ephemera of purely local interest from elsewhere in New Zealand

Postage stamp collections

COLLECTION DEVELOPMENT POLICY

MAPS COLLECTION

SCOPE

In support of the Hocken Collections generally, the scope of the collection encompasses New Zealand (including the Chatham and outlying islands), the Pacific especially Polynesia, early Australia, and Antarctica from earliest times to the present day. It also includes travel, voyaging, colonization, and missionary activity relevant to the Pacific.

Formats collected include sheet and volume maps, atlases, globes, relief models, aerial photographs, microforms, CDs, and supporting reference material.

PRIORITIES

Level 1:

All published and unpublished maps of Otago and Southland, excluding archives, but including those issued by district and regional councils

Major published national mapping series for New Zealand issued by government and other official mapping agencies, or for other parts of the world if published in New Zealand – topographic, cadastral, administrative, and hydrographic

Atlases and gazetteers covering New Zealand, the South Pacific and Antarctica, and other parts of the world if published in New Zealand

Level 2:

All other published maps of New Zealand, the Pacific, early Australia (pre-1950), and Antarctica. Included here are: farm location, mountaineering, orienteering, and speleological maps

Selectively, road, street, and tourism maps relating to New Zealand and the Pacific. Otago and Southland maps to be collected comprehensively

Maps of other parts of the world published in New Zealand

Maps and charts of early voyages and discoveries, which include the Pacific and Antarctica

Other published national mapping series for New Zealand – conservation, forest, geological and geophysical, oil exploration, soil, bathymetric, aeronautical, statistical, electoral

Charts covering New Zealand, the South Pacific, and Antarctica published by overseas mapping agencies, including British Admiralty charts, National Ocean Service (NOAA) charts, and France Service Hydrographique et Océanographique de la Marine charts, British Antarctic Survey maps, and Australian Antarctic Division maps

Level 3:

Selectively, aerial photographs relating to Otago and Southland

Maps of the rest of the world with a New Zealand connection, such as origins of settlers, migration routes, theatres of war, gold discoveries, etc.

Major world atlases and gazetteers

Pre-Tasman world maps (before 1642)

Discretionary / as required:

Publications on history of cartography

Relevant cartobibliographies

Works and journals on map librarianship

Map glossaries and dictionaries

Map library information, including directories and acquisition lists.

FUNDING

Funds for the purchase of maps are from the Hocken Library Endowment Fund .

PROCEDURES

Maps may be acquired by purchase, gift, exchange, bequest, deposit and transfer from other parts of the University.

Current material for acquisition may be identified from the New Zealand National Bibliography, publishers' websites, specialist map shops, and catalogues. Where possible, standing arrangements are entered into with regular suppliers.

Out of print material may be obtained through individual and institutional donors, antiquarian dealers' catalogues, auction houses, disposal lists and websites.

Only rarely and where there is a clear public interest will material be held on deposit, without expectation of ultimate transfer of ownership to the Hocken Collection.

COOPERATION AND RATIONALISATION

Co-operation with the map collection of the Alexander Turnbull Library with exchanges and acquisitions.

Collaboration with other providers in the creation of and access to new cartographic resources

Issuing and receiving of disposal lists

EXCLUSIONS

Aerial photographs that fall outside Otago and Southland

Maps that are public archives under the jurisdiction of Archives New Zealand

Exact duplicates of items already held

COLLECTION DEVELOPMENT POLICY

MUSIC AND SOUND COLLECTION

SCOPE

The Music Collection acquires selectively recorded New Zealand and to a lesser extent Pacific music from the early twentieth century to the present day. It also acquires significant spoken word and other non-musical recordings. The collection is as comprehensive as resources allow, but emphasises particularly music associated with southern New Zealand, and New Zealand and Pacific music which is nationally excellent. In general, the collection has a strong focus on commercially produced recordings, but it also includes recordings produced for public broadcast and sale, as well as others of significant cultural or historical interest.

New Zealand music is defined as:

- Music performed by New Zealand artists, whether in New Zealand or overseas
- Music composed by New Zealanders
- Music recorded and/or released in New Zealand by a New Zealand controlled company

New Zealand composers and artists may be born in New Zealand, naturalized, resident, or have some other close association.

Pacific music is defined as coming from those island territories with which New Zealand has traditionally a close association and are represented by large immigrant groups in New Zealand. This music is acquired very selectively.

Without limitation and only as illustration, genres collected include:

- avant garde
- brass band
- choral
- classical
- country
- folk
- gospel
- hip hop
- jazz
- Maori
- musical
- opera and operetta
- Pacific
- popular
- rap
- rock/punk

Within the scheme of priorities equal weight to all genres. It is expected that other genres will be included as they evolve.

Non-musical recordings may include:

- Birdsong
- Interviews
- Natural history recordings
- Poetry readings
- Radio plays
- Recorded books
- Soundscapes
- Train recordings
- Weather
- Oral histories

FORMATS

These include both digital and analogue formats. Actively collected formats, which are currently produced include:

- 45 and 33 1/3 rpm discs
- Cassette tapes
- Compact discs
- CD-R discs
- DVDs
- VHS video

78 rpm discs will be collected but only if they have significant New Zealand content.

PRIORITIES

Level 1

- Music composed, created and/or performed by those strongly associated with the University of Otago (including current and former Mozart Fellows, School of Music graduates, and past and present staff of the School of Music)
- Music composed, created and/or performed by individuals, duos or groups based or who began their careers in southern New Zealand
- Music composed, created, and/or performed and recorded by critically-acclaimed or award-winning composers or musicians in New Zealand or overseas
- Music prominently featuring tāonga pūoro, tangata whenua, Te Ao Māori, Te Reo Māori, especially any music or sound or recording associated with Kai Tahu
- Notable poets and other authors reading their own work

Level 2

- Representative genre selection of music and sound of all significant New Zealand composers and musicians
- Event music composed and or performed for special occasions
- Music of Pasifika composers and musicians from the Cook Islands, Samoa, Tonga, and Fiji, including music composed and performed by New Zealanders of the same heritage

Level 3

- Music composed, created or written by New Zealanders performed/played or remixed by overseas musicians or producers
- Overseas music performed by New Zealand musicians
- Music of Pasifika composers and musicians from elsewhere in the Pacific region, including music composed and performed by New Zealanders with the same heritage
- Other non-musical recordings, except notable poets and authors reading their own work

Special Collections

- TANZA recordings (1949-56)
- Music and sound on 33 and 45 rpm vinyl composed, created and performed by New Zealanders

FUNDING

Purchases will mostly be funded from the Hocken Endowment Fund

PROCEDURES

Music is selected for purchase from:

- Monthly New Zealand National Bibliography issues
- Circulated flyers (hardcopy and email)
- Advertisements and reviews in New Zealand Musician
- Distributors, eg Simon Vare of Yellow Eye
- Annual Regent Theatre music sale
- Visits to local music shops

- Standing orders with local record labels
- Estate and auction sales

Donations may be received from:

- Individual performers and groups
- Private individuals, including collectors
- Dunedin Public Library disposals

COOPERATION AND RATIONALISATION

New Zealand Music Archive at the Alexander Turnbull Library

Audiovisual collection at the Central Library of the University of Otago

EXCLUSIONS

Digital music available derived exclusively from the Internet

COLLECTION DEVELOPMENT POLICY

NEWSPAPERS COLLECTION

SCOPE

A newspaper is a publication containing news, information and advertising, usually printed on low-cost paper called newsprint. It may be general or special interest, most often published daily or weekly. Usually, but not invariably, they are in a number of standard formats – broadsheet, tabloid, Berliner and compact.

From the outset the newspapers have been a large and significant portion of the Hocken Collections, and have been extensively used by researchers. Generally, the newspaper collection has a strong southern New Zealand focus, aspiring to comprehensiveness, but it also has broadly representative national coverage, particularly of metropolitan and sectional interest newspapers, to allow research and study of national themes.

The original collection has particular strength in:

- Otago newspapers (*Otago Witness*, *Otago Colonist*, *Lake Wakatip Mail*, etc.)
- Newspapers of the Crown Colony and provincial periods, 1840–76, for all major provincial centres—Bay of Islands, Auckland, New Plymouth, Napier, Wellington and Christchurch
- Maori language newspapers
- Nineteenth-century Australian newspapers, especially from Tasmania, Sydney and Melbourne
- Mid-nineteenth-century British newspapers published in London and Scotland of a specialist Australasian/colonial nature or with extensive New Zealand references
- Some early Polynesian newspapers

Subsequent additions comprise:

- Additions by gift in original hardcopy format of major backruns of e.g. *Taiari Advocate*, *Bruce Herald*, *Tapanui Courier*, *Southland Times*, *Timaru Post*, *Dunstan Times*, *Cromwell Argus*, etc.
- Post-1966 New Zealand, Pacific and Australian titles in original hardcopy format regularly transferred by the Dunedin Public Library to the Hocken

Collection. These include South Island provincial papers and metropolitan daily papers from Auckland, Wellington and Christchurch

- Current hardcopy titles received through gift and subscription relating to New Zealand and the Pacific Islands, with a particular emphasis on southern New Zealand
- Interest and ethnic group titles currently received as hardcopy tabloids—business, sport, Maori, New Zealand Chinese, etc.
- Titles on microfilm of backruns of national and Otago/Southland regional papers, and pre-1967 of metropolitan and national newspapers.

PRIORITIES

Level 1

- Newspapers which fill in gaps or directly complement the original collection for the period to 1876
- All Otago, Southland and South Canterbury papers
- National and metropolitan papers from Auckland, Wellington, Christchurch and Dunedin, 1840 to date.
- Maori newspapers, including iwi and Te Reo publications

Level 2

- Newspapers from other South Island provincial centres, including the Chatham Islands
- Interest and ethnic group newspapers
- Polynesian newspapers from territories with a close New Zealand association—Cook Islands, Fiji, Tonga, Samoa and Norfolk Island

Level 3

- Nineteenth and early twentieth century Australian newspapers, particularly from New South Wales, Victoria and Tasmania
- North Island provincial papers
- Other newspapers within scope

FORMATS

Original hardcopy format is to be preferred for:

- Titles to 1876
- Otago, Southland and South Canterbury papers
- Current interest and ethnic group newspapers
- Current Pacific Island newspapers
- All copies surviving uniquely within New Zealand in the Hocken Collection
- Very selectively sample issues of any paper preserved for their artefactual qualities

Microfilm format is preferred for:

- All post-1966 New Zealand newspapers, excepting from Otago, Southland and South Canterbury
- Back purchases of non-current titles and of back issues of current titles
- All overseas newspapers not previously specified
- Preservation copies of heavily used or damaged newspapers
- Substitution, where appropriate, for hardcopy post 1966 papers from outside Otago, Southland and South Canterbury.

FUNDING

Most purchases will be funded from the Periodicals allocation. Exceptionally the Hocken Endowment Trust Fund may be used for special purchases. The Friends of the Hocken Collections makes occasional grants for the purchase of backruns on microfilm.

PROCEDURES

Newspapers may be acquired by gift, exchange and purchase. A significant number of current New Zealand newspapers are acquired by transfer from the Dunedin Public Library after 1 month.

COOPERATION AND RATIONALISATION

Existing strengths and weaknesses of the collection should be taken into consideration.

Regard shall be had for McNab New Zealand Collection holdings at the Dunedin Public Library.

Regard shall be had for online availability of titles through PapersPast at the Alexander Turnbull Library and from publishers' sites.

EXCLUSIONS

Provincial North Island newspapers
Community newspapers, other than Otago

COLLECTION DEVELOPMENT POLICY

PERIODICALS COLLECTION

SCOPE

This is an advanced research level publications collection, including popular titles, which supports and complements the monographs and newspaper collections, and has strong links to the archives and manuscripts collection. Characterised by high levels of immediacy and topicality, it comprises publications which appear generally at least annually in a connected sequence under the same name.

Broadly, it has four main components:

1. Academic and other journals, which report the results of research.
2. Corporate serials, including annual reports, newsletters and other periodical publications, which report on and promote institutional objectives.
3. Current interest titles that facilitate the exchange of information or provide recreational reading of general or sectional character at a primary level.
4. Professional and other journals that directly support the technical work of staff.

With the exception of 4, all titles form part of the Hocken Collection, either as part of the original collection or as subsequent additions to it, and fall within its general scope as relating wholly or in part to New Zealand, the Pacific, early Australia, and Antarctica. It does not aim to be exhaustive in all areas, except in the case of University of Otago serials, but to be comprehensive in varying degrees across the whole of the general collection development policy framework for the Hocken Collections.

All titles shall preferably be obtained in original hard copy form. Where hard copy is not obtainable then microfilm may be acquired instead. [The vexed question of electronic journals needs some kind of reference]

With this in mind acquisition of current periodicals shall include:

GENERAL

All titles currently indexed in Index New Zealand.

Selective titles listed by commercial distributor websites.

All academic journals produced within New Zealand or with a specific New Zealand focus.

Selective journals in the fields of imperial history, missionary endeavour, history of cartography, voyaging, and discovery

Sales catalogues of auction houses and dealers specialising in books, manuscripts and art relating to discovery, voyaging, European/indigenous peoples contact, New Zealand and the Pacific.

NEW ZEALAND

Universities

All University of Otago serials – official and associated
Annual reports, calendars and student newspapers and magazines of all other NZ universities.

Official

Serial publications of Parliament and of the Executive Council
Annual reports, statements of intent, magazines, and newsletters produced by all New Zealand government agencies, including ministries, departments, Crown Research Institutes, and SOEs.
Annual reports and annual plans, including proposed plans, produced under the Local Government Act 2002 of selected local authorities.
Annual reports and serial publications of all iwi authorities.

Companies

Prospectuses, annual reports and newsletters of:

- New Zealand Stock Exchange top 50 companies
- All publicly listed companies with strong Otago/Southland connections
- Major overseas companies with a strong New Zealand presence. Eg. ANZ Bank

Non-official

National journals and where applicable annual reports published of:

- Advocacy groups
- Armed forces
- Business groups
- Churches and religious organisations
- Cultural organisations
- Employer organisations and trade unions
- Ethnic groups
- Maori organisations
- Political parties
- Professional organisations
- Sports and recreational bodies
- Voluntary organisations

All serials with a cultural, arts, or historical focus

All Maori language serials

Comic strip literature in periodical form

Annual reports and serial publications of all museums, galleries, and archives, and of libraries with a strong New Zealand heritage focus.

Annual reports and other serials of all Otago and Southland bodies with a regional focus

Geographically based community newsletters for Otago. eg *Blueskin News*.

School magazines for Otago and Southland secondary schools, and for other New Zealand schools that have traditionally been received.

Annual reports and journal publications of other regionally focussed bodies that are of national interest. eg. *Canterbury Mountaineer*

AUSTRALIA

Selected academic cultural and historical journals that contain material relevant to New Zealand or are significant for comparative purposes.

PACIFIC

All non-scientific academic journals with a focus on Pacific island territories and maritime environment, with particular reference to Polynesia, including all French territories, and those territories, with which New Zealand has traditionally had close links. They include:

- Cook Islands
- Easter Island
- Fiji
- New Caledonia
- Niue
- Norfolk Island
- Pitcairn Island
- Tahiti and French Polynesia
- Tokelau Islands
- Tonga
- Samoa (including American Samoa)
- Solomon Islands
- Vanuatu
- Wallis and Futuna

Less attention will be given to Papua New Guinea, Micronesian territories and Hawai'i

All journals with a cultural or arts focus relating to the Pacific

All serial publications of the University of the South Pacific, the South Pacific Commission, and the Pacific Islands Forum

Official government publications of the Cook Islands, Samoa, and the Tokelau Islands

ANTARCTICA

Major English language periodicals of at least semi-popular interest with a focus on Antarctica.

All New Zealand and Australian serial publications relating to Antarctica and the Sub-Antarctic islands.

PROFESSIONAL

Selective journals relating to conservation, archives and manuscripts management, pictures, photographs and maps curating, and rare books librarianship that support the work of staff. General librarianship journals are not acquired.

EXCLUSIONS

In general Hocken should not normally acquire specialist technical serials relating to:

- Accounting
- Applied technology
- Computing and information technology
- Engineering
- Legal issues
- Medical sciences
- Physical sciences (excepting earth sciences)

However, journals containing material of general popular interest in these areas should be acquired.

Periodicals of New Zealand regional and local organisations, other than those of Otago and Southland and which are not specified elsewhere.

PRIORITIES

Level 1

1. All periodicals, including academic journals, indexed in Index New Zealand
2. Periodicals issued by the University of Otago
3. Otago and Southland regional periodicals
4. Maori language periodicals
5. Parliamentary debates and legislation

Level 2

1. Other official government periodicals
2. Academic Pacific journals
3. Annual reports of corporate bodies, including company reports
4. Major Antarctic journals
5. Other national New Zealand periodicals

Level 3

1. Professional journals
2. Other specified categories

FUNDING

Where possible titles will be acquired by donation. The purchase of current titles will generally be through the dedicated Hocken Collections periodicals budget of the University Library. Exceptionally, the purchase of back numbers may be funded by the use of trust funds. In some cases titles may be acquired from disposal lists or by transfer from other parts of the University Library, including the Bill Robertson, Law, Medical, Dental, and Science Libraries, provided they fall within the scope of this policy.

PROCEDURES

New Zealand titles within the scope of this policy are normally identified and acquired by Hocken periodicals staff under the general oversight of the Technical Services Librarian. New Pacific titles that appear in the annual bibliography of the Journal of Pacific History within the scope of this policy shall be identified for acquisition by the Technical Services Librarian. All other titles shall be acquired only after consultation with the Hocken Librarian. All staff are encouraged to put forward suggestions of new titles for acquisition.

COLLECTION DEVELOPMENT POLICY

PHOTOGRAPHS COLLECTION

SCOPE

New Zealand, the Pacific and Antarctica, with a particular focus on Dunedin and Otago economic, social and cultural history from 1850s to the present day.

Significant holdings include two scrapbook albums belonging to Dr Thomas Morland Hocken that display his collection of photographs of Maori portraits and taonga, the Herbert Deveril collection, a collection of Kinder albumen prints gifted by the artist's niece, and an 1886 album of photographs by James Bragge.

The work of leading nineteenth-century professional photographers, notably Burton Brothers, F. A. Coxhead, Hart Campbell, (Guy) Morris, Muir and Moodie are represented well in the print format. Some of the largest holdings derive from twentieth century commercial studios based in Dunedin, namely Campbell Studios, Morris Kershaw, E.A. Phillips, Franz Barta, McRobie and Clark. These holdings include prints and indexed banks of negatives.

FORMATS

The Collection contains well over one million photographs and negatives. Formats collected include all types of photographic prints, albums, postcards, all forms of negatives, lantern slides, transparencies, digital formats, and associated material. Early examples of photography such as daguerrotypes, ambrotypes and tintypes. Paper albumen prints are presented in a variety of ways – from cartes de viste and cabinet cards to stereograms and panoramas.

Both informational and aesthetic values shall inform selection

Photographs that are intrinsic to a larger archives or manuscript accession shall form and be managed as part of that accession. Where photographs are the main component of the accession, in which other formats are subsidiary to it, such photographs shall form and be managed as part of the Photographs Collection. If the balance should change with subsequent accessions, the original decision shall stand with appropriate links being made. In cases which are not clear the Hocken Librarian shall decide.

PRIORITIES

Without limiting the general scope of the collection, emphasis shall be given to:

Level 1

- Photographs relating to the University of Otago and of associated bodies and individuals, including staff, students, activities and buildings
- Collections of identified notable New Zealand photographers
- Commercial prints and postcards produced and sold by Dunedin companies
- Photographs of or relating to southern New Zealand Maori
- Photographs of building exteriors and interiors, domestic and commercial
- Photographs documenting economic development, landscape change, industry, goldmining, fishing, agriculture and workplaces
- Photographs of street scenes, and of recreational, cultural and sporting activities

Level 2

- Selected work of members of the Dunedin Photographic Society
- Portraits of notable New Zealanders with a Dunedin or Otago connection
- Portraits of artists and writers
- Photographs documenting notable Otago events

Level 3

- Antarctic photography
- Selectively, transport photography, particularly mid late and late twentieth century
- Very selectively, high quality family collections
- Selectively, natural history and alpine photography
- Photography that relates strongly to other Hocken Collections resources

FUNDING

All purchases will normally be funded from the Hocken Endowment Fund

PROCEDURES

Photographs may be acquired by purchase (privately, at auction, through dealers and from catalogues), bequest or donation. Where the scarcity of material warrants it or it is not otherwise available, photography may be commissioned. Only exceptionally will photographs be accepted on deposit and when it is clearly in the public interest. In the case of private deposits there should always be a mechanism whereby ownership will ultimately transfer to the Hocken Collections.

CO-OPERATION AND RATIONALIZATION

Regard shall be had for the collecting policies of other institutions, particularly the Alexander Turnbull Library, the Otago Settlers' Museum

EXCLUSIONS

Photographs clearly local interest only from other parts of New Zealand

Photographs that naturally form part of collections already placed in other repositories. However, if there is a clearly expressed preference by a donor or depositor for the Hocken Photographs Collection, then a gift may be accepted provided it otherwise falls within the Collection's scope

Photographs which are public archives under the Public Records Act

Unpublished cassette videos and motion picture film. These will normally be referred to the New Zealand Film Archive

Three dimensional objects, such as cameras, unless rarely they have a practical application. E.g., stereoscopic viewers

COLLECTION DEVELOPMENT POLICY

PICTURES COLLECTION

SCOPE

The Pictures Collection contains art from the seventeenth century to the current day. The original collection is representational in nature comprising works collected for their informational value, recording early New Zealand and Pacific scenes and people. The collecting of such works has continued alongside the development of strength in mid-twentieth century modern New Zealand art. The inauguration of the Frances Hodgkins Fellowship in 1962 led to the acquisition of art by current and former Fellows.

Collection strengths exist in works by artists associated with Dunedin, which includes paintings by William Mathew Hodgkins, George O'Brien, R. N. Field, W. H. Allen, Colin McCahon, Ralph Hotere and Jeffrey Harris.

Aesthetic excellence is the primary criteria of any pictures acquisition and works should generally be by established New Zealand artists. However, if the subject of a work is of historical or social significance in keeping with the spirit of the original collection, this may be acquired at the discretion of the Curator of Pictorial Collection and/or the Hocken Librarian.

FORMAT

- Acrylic and oil paintings on canvas and on board (easel works)
- Watercolours on single leaves and in sketchbooks
- Drawings
- Prints dating from 17th to the 21st centuries (lithographs, engravings, screen prints, woodblocks)
- Original artwork for cartoons and book illustrations
- Contemporary photography by artists
- Sculptures

PRIORITIES

Level 1

Without limiting the scope of the collection emphasis shall be given to:

- Artwork by significant artists closely associated with Dunedin or the Otago region
Priority should be given to works by artists who were born or have lived in Dunedin or the region of Otago, or whose work has a strong connection to the region through their choice of subject matter
- Artwork by significant New Zealand artists which add depth to the existing holdings.
Works by any given artist should be chosen to complement rather than duplicate existing holdings by that artist. Where possible they should show development in that artist's career or a period of their work thus adding depth to that artist's representation in the collection. This would enhance the usefulness of the collection as a resource for study and research
- Artwork by Frances Hodgkins Fellows that document their year as Fellow and their subsequent development
- Collections of working drawings and sketchbooks that illustrate the working methods and development of significant New Zealand artists
- Artwork by significant Kai Tahu artists

Level 2

- Artwork that maintains the unique 'pictorial' character of Hocken's original collection with a focus on material that illustrates the history of New Zealand and the Pacific, especially items relating to the history of Southern New Zealand
- Artwork dating to the 18th and 19th century with themes relating to Pacific voyaging and the early European settlement, especially southern New Zealand
- Artwork that assists research into the cultural, geological and botanical history of New Zealand
- Artwork that complements collection strengths in other areas of Hocken Collections, especially Photographs and Posters holdings, including:
 - Architecture (interiors and exteriors)
 - Social history (street scenes, people at work)
 - History of design
 - Tourism
 - Literature
- Artwork by significant New Zealand artists that represents or strongly relates to local landscapes, urban environments, architecture or people

Level 3

- Original artwork for cartoons and book illustrations
- Artwork which links to taught subject at the University of Otago, such as design, history, art history and English
- Artwork that relates to specific university staff research interests

FUNDING

Most purchases will be funded from the Hocken Endowment Fund

PROCEDURES

Pictures may be acquired by purchase (privately, at auction, through art dealers or artists agents), bequest or donation. Only exceptionally will pictures be accepted on deposit or loan where it is clearly in the public interest. In the case of private deposits there should be a clear prospect of their being gifted to the Collection at a later date. Short-term storage of works belonging to collectors or artists is not undertaken. Exceptions will only be made if an art work of national significance is in danger of perishing or theft and requires short term storage.

COOPERATION AND RATIONALISATION

Steps should be taken to avoid acquiring artworks in areas that are collection strengths of local public institutions, particularly the Dunedin Public Art Gallery.

EXCLUSIONS

Sculpture, except work of Frances Hodgkins Fellows from their fellowship year

Documentary photographs (Photographs Collection)

Commercial reproductions of paintings (Posters Collection)

COLLECTION DEVELOPMENT POLICY

POSTERS COLLECTION

SCOPE

Posters are single sided printed placards generally A4 size or larger for display on walls. They are used for the announcement of events, public information, propaganda, the advertising of products, etc. They can be both hand-drawn and printed. Ephemeral in intent, typically they include both textual and graphical elements.

In support of the Hocken Collections generally, the scope of the collection encompasses planned settlement, general New Zealand themes, and particularly Dunedin and Otago life. The collection is in these areas representative rather than comprehensive, and is informed by both informational and design values. Posters of routine, informational value, beyond a sample, are not collected. Chronologically the collection ranges from 1800 to the present day.

The collection is managed within Pictorial Collections, alongside pictures and photographs. Posters of routine informational value may also be in the Ephemera Collection.

PRIORITIES

Level 1:

Counter culture	Political parties
Dunedin Music	Social protest
Electioneering	Students
Hocken Collections	University of Otago
Maori and Te Reo	War
Minority groups	

Level 2:

Books and literature	Food
Concerts	Health and Safety
Economic	Labour and Employment
Dance	Sport and recreation
Development	Theatre
Education	Travel and Tourism
Environment	Women
Exhibitions	
Fashion	
Festivals	
Film	

Level 3:

- Wall calendars
- Newspaper and magazine billboards
- Other

FUNDING

Funds for the purchase of posters are from the Hocken Library Endowment Fund.

PROCEDURES

Posters are primarily acquired by gift, solicited and unsolicited. There is a preference for systematic transfer arrangements, where these can be established. Exceptionally, posters may be purchased from dealers' catalogues and at auction, or be deposited by a producer.

Exchanges of duplicates may be arranged with other institutions.

COOPERATION AND RATIONALISATION

Co-operation with the ephemera collection of the Alexander Turnbull Library on exchanges and acquisitions.

Regard is also had for poster collections at the Otago Museum, the Otago Settlers Museum, and the Dunedin Public Library, though these are not well developed.

EXCLUSIONS

Architectural drawings or other plans, which should be placed with the archives or maps collections as appropriate

Desk calendars

Educational charts (publications)

Posters of purely local interest from elsewhere in New Zealand

Open university lecture posters (archives)

Other posters of routine, informational value beyond a sample

Exact duplicates of items already held

COLLECTION DEVELOPMENT POLICY

PUBLICATIONS COLLECTION

SCOPE

This collection includes all published text items, particularly books and pamphlets, except those which fall within the scope of other collections—periodicals, newspapers, posters, ephemera, and maps. It includes items published in series, theses and University of Otago long essays.

Publications is the broadest of all the Hocken collections, encompassing New Zealand, the Pacific, Australia, and Antarctica, as they relate to their history, cultures, development, and natural environment. While the scope also includes travel, exploration, voyaging, cartography, colonisation, colonial policy with varying degrees of comprehensiveness, the focus is very much on New Zealand and particularly southern New Zealand. There is a particular responsibility to collect print materials relating to the University of Otago and the former Dunedin College of Education. ‘Grey literature’— conference proceedings, preprints, specialised reports, not commercially available—particularly of local origin, is also collected

Major sub-collections within publications for adding to are:

- Sheet music and songbooks
- Whitcombe’s story books
- Local imprint (Collins) collection
- Theses collection
- Comics
- Zines (short for fanzine)

Other sub-collections may be established as warranted.

Formats include print, microforms and digital

Languages include English, Maori, other Polynesian languages, French, German, Dutch, Spanish, Russian and Japanese

PRIORITIES

NEW ZEALAND

Level 1

- Art History
- Creative writing
- Business and enterprise
- Cultural history
- Dunedin College of Education
- Education, except texts
- Health
- Literary studies
- Maori and Te Reo
- Missions
- Otago and Southland
- Planned settlement
- Politics and government
- Popular culture
- Religion
- University of Otago
- Voyaging
- Publications with an historical focus

Level 2

- Architecture and design
- Children's literature
- Counterculture / alternative culture
- Educational texts
- Environmental studies
- Ethnic minorities
- Graphic novels
- Intellectual history
- Minority groups
- Military history
- Sheet music and songbooks
- Sport and recreation
- Transport and communications

Level 3

- Accounting
- Applied technology
- Biological sciences

- Computing
- Legal texts
- Mathematics
- Physical science

PACIFIC

Acquisitions will focus on academic-level historical, ethnological, linguistic, cultural, and developmental publications; and on scientific writing, official publications, and literary works.

Level 1: Territories and organisations with a close association to New Zealand.

- Cook Islands
- Fiji
- Niue
- Pitcairn Island
- Samoa
- South Pacific Commission
- Tokelau Islands
- Tonga

Level 2: Other Polynesian Territories and adjacent Melanesian territories

- Tahiti
- Marquesas Islands
- Hawaii
- Wallis and Futuna
- Easter Island
- New Caledonia
- Vanuatu
- Solomon Islands

Level 3: Micronesian territories

- Kiribati (includes Gilbert Islands)
- Guam
- Mariana Islands
- Marshall Islands
- Nauru
- Palau
- Federated States of Micronesia (Kosrae, Yap, Pohnpei and Chuuk)
- Wake Island
- Tuvalu (Ellice Islands)

Level 4: New Guinea

Basic selection only

AUSTRALIA

Selected academic publications and source material relating to nineteenth and early twentieth Australian history:

- Early aboriginal inhabitants
- Exploration of Australia
- Pastoralism
- Goldmining
- Creative writing
- Cultural history
- Federation
- Immigration
- Pacific Island connections
- Foreign policy
- Shared military ventures (Gallipoli)
- Shipping
-

ANTARCTICA AND SUB-ANTARCTIC ISLANDS

Bibliographies

- Expedition and circumnavigation reports and narratives prior to 1956 (International Geophysical Year)
- All subsequent trans-Antarctic expeditions
- All historical writing
- All publications relating to Scott Base and the Ross Dependency
- Publications relating to Sub-Antarctic Islands, specifically
 - Antipodes Islands
 - Campbell Island
 - Auckland Islands
 - Bounty Islands
 - Crozet Islands
 - Enderby Island
 - Heard Island
 - Kerguelen Islands
 - Macquarie Island
 - Prince Edward Islands
 - South Georgia
 - South Sandwich Islands
 - The Snares

OTHER

- History of cartography
- History of navigation and sailing technology
- Exploration and voyaging
- Colonial and imperial policy
- History of missions
- Sailing technology

FUNDING

Most purchases will be funded from the the University Library Books allocation. Exceptionally the Hocken Endowment Trust Fund may be used for special purchases.

PROCEDURES

Items for acquisition are identified through:

- Academic journal reviews
- Antiquarian bookseller catalogues
- Auction sales
- Contracted copies from the supply of illustrative material
- Exchange lists from other institutions
- Journal of Pacific History Annual Bibliography
- Local second-hand book dealers
- New Zealand National Bibliography
- On Approval consignments from the University Book Shop
- Otago Daily Times reports and reviews – very important for local publications
- Private publishers
- Publishers' prospectuses and flyers
- Solicitation of complimentary copies from authors and publishers
- Standing order arrangements with publishers
- Transfer from other parts of the University of Otago Library system
- Transfer of duplicates from other parts of the Hocken Collections

Identification of items for acquisition is entirely undertaken by Hocken Collections staff, as is the organisation of standing orders, solicitation of donations, exchanges, transfers, and attendance at auctions. Purchases of all new material and from offshore antiquarian booksellers are arranged through the Information Resources Department of the Central library. Purchases from New Zealand booksellers are negotiated by Hocken Collections staff.

COOPERATION AND RATIONALISATION

The Hocken Collections is the University of Otago Library's major New Zealand and Pacific publications collection. For this reason only when a work is marginal or highly expensive is regard had for other University Library holdings, with the exception of Medicine and Law (and to some extent of Science), where more regard is paid to the holdings of these specialised collections.

Some regard is also had for the holdings of the McNab New Zealand Collection at the Dunedin Public Library and to a lesser extent of the Alexander Turnbull Library in Wellington to avoid significant Level 3 duplication.

EXCLUSIONS

All material beyond the defined scope and priorities. Exceptionally, however, non-New Zealand and Pacific material with a clear and very significant association, may be included, if it throws light on or provides significant context.