

CARM Centre

Collection and Services Policy Manual

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1. MISSION AND FUNCTIONS OF CARM

1.1 Mission

The CAVAL Archival and Research Materials (CARM) Centre is a cooperative, high density storage facility. It acquires, stores, preserves, provides on-line catalogue access to, and lends from a collection of lower use but valuable materials relegated from the collections of the major Australasian research libraries. It will benefit individual member libraries by providing low-cost high density storage of material in optimum conditions, while also meeting the access needs of their users.

1.2 Secondary functions

- i. To provide, at commercial rates, space for the storage of low use print and non-print materials to meet member and non-member temporary accommodation needs (e.g. during on campus renovations).
- ii. To provide, at commercial rates, accommodation for, and long term access to, formed collections requiring long term storage.
- iii. To provide access, discovery, and preservation services to members and non-members.
- iv. To develop and provide digitising services for members and non-members.

2. COLLECTIONS

2.1 General

- i. There will be a CARM Shared Collection which is a last copy facility. Contributions to the Shared Collection will take precedence over all other store uses. Member libraries planning to de-accession and discard items which are not already in the Shared Collection are encouraged to transfer the item to that collection.
- ii. The Centre also, by arrangement, makes available storage space for agreed periods of time, for agreed categories of material. Access conditions to these categories of material are by agreement.
- iii. Once an item has been added to the CARM Shared Collection it cannot be returned to the depositing library unless it is requested within four weeks after depositing.
- iv. Under some circumstances items may be requested for permanent return to the depositing library. All such requests are to be considered by the CARM Shared Collection Advisory Committee and must outline procedures to ensure access for other member libraries if requested.

2.2 Ownership

- i. Ownership of items held in the CARM Shared Collection will be ceded to the CARM Centre.
- ii. Where libraries are unable to cede ownership, but are able to lend volumes on long term loan to the CARM Shared Collection, the CARM catalogue records need to reflect this. If another library is prepared to donate the same material to the CARM Shared Collection, the lender must either:
 - take material back to home institution, or
 - cede ownership, or
 - pay for storage of lent material at prevailing storage rates.

2.3 Criteria for materials to be accepted into the CARM Centre

The CARM Shared Collection operates as a last copy facility. Last copy is defined as a single good quality item copy (edition for monographs) held by the Centre. The first copy of each item received by the Centre will be designated as the last copy. If this first copy does not meet all the physical condition standards set out in (v) below, the item is designated for replacement. An item thus designated will

only be replaced by a copy of the same edition which passes all the standards. Note, serials will not be marked for replacement.

- i. No restriction will be made with regard to the intellectual content of items accepted by the Centre.
- ii. Format and size of items accepted by the Centre will only be restricted by the capacity of the Centre to appropriately store such items.
- iii. The CARM Centre will not accept for storage items with the potential to adversely affect the condition of other materials, personnel, or a safe and healthy building working environment. This would include, but not limit to, pest infected materials, mould affected items, and items likely to produce unacceptable or harmful fumes. Items shipped to the CARM Centre should be clean and free from dirt and dust. Should CARM staff believe that vacuuming of the items is required the cost of this will be charged to the depositing library.
- iv. Totally loose material, i.e. unstapled or boxed material, will not be accepted.
- v. Physical condition standards (print items) for establishing whether an item meets the standard for good quality:
 - (a) Incomplete physical volumes-
 - Missing pages, pictures, plates.
 - (b) Cover - The following would deem a copy to be below standard. In the case of bound material-
 - Spine partially or wholly detached.
 - Top of spine torn (usually the result of pulling on top of spine to remove from shelf). This may seem cosmetic but is indicative of structural weakness as this type of handling destroys the rounding and backing essential to the sound structure of the book.
 - One or both board(s) detached.
 - Cover boards deformed or warped and no longer planar.
 - (c) Attachment of boards to text block-
 - In an acceptable book the text block will be attached, back and front and both hinges will be sound. The spine lining, usually mull or muslin if present, must not show.
 - The fly leaf will not be adversely rucked.
 - (d) Text block-
 - The pages shall not be severely rucked or dog-eared.
 - The pages shall not be severely torn or brittle.
 - The pages shall not be dark in colour through chemical deterioration i.e. more brown than a standard test card.
- vi. If an item fails to pass the physical condition standard e.g. incomplete volumes (above) this item should be flagged in the description. An item which fails one of the other standards but which is intact will replace an item with missing sections. In all other cases items designated for replacement will only be replaced by items which pass all physical condition standards.

2.4 CARM Centre policy on non-print materials

- i. Non-print material will only be accepted for inclusion in the CARM Centre if it is suitable for preservation and storage within the current facility. The donating institution must assess the research value of the material and decide that it is worth relinquishing space which would normally be allocated to research collection print material.
- ii. Digital formats (hard or floppy disks, DAT tape, memory cards, etc.), audiotape and videotape may, at the discretion of the CARM Centre Manager, be accepted on the basis that CAVAL makes no explicit undertaking about the suitability of the CARM Centre environment for the preservation of such material.
- iii. Vinyl audio recordings and CD-ROMs will be accepted but cannot be played in the CARM Centre.
- iv. Microfilm and microfiche will be accepted and can be viewed in the CARM Centre. If copies are required, printing facilities at the La Trobe University Borchardt Library will be used unless high future usage warrants the purchase of a microfilm/fiche reader printer. If large quantities of microform material are to be housed the purchase or donation of special shelving may be required.
- v. Aperture, card and other types of microfilming will be accepted only on the basis that CAVAL is not able to provide any equipment to access or read the material.
- vi. Maps, posters, charts and educational kits which do not contain film will be accepted on approval of the CARM Centre Manager. Collections will be accepted with the proviso that the

- donating library or libraries ensure that appropriate storage equipment and/or containers are also purchased or donated to properly house the material.
- vii. Film, slides, photographic prints, filmstrips and educational kits containing film will not be accepted until special areas which meet the specifications for the storage of this type of material are required and constructed.
 - viii. Non-print material which will not fit into CARM Centre trays may require the purchase or donation of special containers by the donating library.
 - ix. Current print loan procedures will apply for non-print material. Loan charges may vary due to the requirement for special handling and packaging.

2.5 CARM Centre guidelines for unsolicited donations from non-CARM Centre members

Unsolicited donations will be considered for acceptance when they are of research material not held by CARM member libraries and:

- i. The material is considered to be of research interest to CARM Centre members.
- ii. The material could be either print or non-print within existing CARM Centre definitions.
- iii. The material should comply with CARM Centre physical standards.
- iv. An over-riding caveat should be that the space available in the CARM Centre should meet the space needs of the members for at least two years. Any decision to accept unsolicited donations should be cognisant of the space requirements of the donation in respect of this caveat.

3. BIBLIOGRAPHIC ACCESS

Bibliographic access to the CARM Shared Collection will be provided via ALEPH Web OPAC or the Z39.50 protocol. (Details can be found at [CARM Centre Catalogue](#)). It is expected that most items will have existing bibliographic records in Libraries Australia (the Australian National Bibliographic Database (ANBD)) with the member library's holdings.

Machine readable bibliographic records for material being deposited in the CARM Centre will be loaded onto the Aleph database and holdings uploaded onto the ANBD. All records must contain at least the title and sufficient other information to make the item uniquely identifiable. For more details on how to transfer material to the CARM Centre contact carm@caval.edu.au.

4. LOANS AND DOCUMENT DELIVERY

4.1 On site use

Items will be available for consultation at the CARM Centre during standard office hours. The CARM Centre staff will determine eligibility of users on site. Requests to view material from the CARM Centre should normally be made at least 24 hours prior to visiting. This will ensure that items are available and ready upon arrival. A Reading Room is available.

4.2 Document delivery service

- i. Monograph items will be available for loan to libraries and institutions.
- ii. Monograph loans will be charged out to institutions. Member libraries may in turn lend items to their clients. The CARM Centre will not lend directly to individuals.
- iii. Non-member libraries may borrow material from the CARM Centre on the condition that it is only available for use in their library to ensure the preservation of this archival material.
- iv. Member libraries will be responsible for return of the copy to the CARM Centre. In case of loss, the member library will be responsible for obtaining or compensating the Centre for obtaining a replacement copy.

- v. In the majority of cases periodicals housed in the CARM Shared Collection will not be loaned from the CARM Centre. Articles will be reproduced and distributed in accordance with current copyright regulations. Periodicals are available for loan under the following conditions:
 - When a whole volume is devoted to a topic and more than a single article is required for research. This can happen in areas such as history, literature etc.; can relate to a conference or a festschrift; can be the result of an annual or biannual volume covering related aspects of one topic.
 - When the material required includes illustrations such as photographs which are needed as an integral part of the text and require better than photocopy reproduction.
 - When reference required is not sufficiently clear and a run of volumes will need to be borrowed and searched. This is common in late 19th and early 20th century volumes. These criteria will only apply for journals printed before 1950.
 - Any interlibrary loans required from materials stored in the CARM Centre and on loan from the Centre will be supplied for the requesting library by the library holding the volume which is on loan.
- vi. Photocopies of articles from journals or chapters of monographs will be sent to the requesting library or may be sent directly to the nominated individual.
- vii. It is CARM Centre policy to dispatch loans or deliver copies of articles and chapters of books to libraries within one day.
- viii. If in demand, the Centre will reserve the right to recall an item.
- ix. The CARM Centre will not lend print material to overseas institutions except to New Zealand libraries, under the following interlibrary loan conditions:
 - In all cases loan of material to an overseas institution is at the absolute discretion of the CARM Centre manager.
 - Loans are to be fulfilled via scanning and electronic document delivery wherever possible.
 - Loans are to be made only to institutions who agree to provide access to the material within the library itself and under supervision of library staff.
 - Where damage to or loss of the material occurs the requesting library must repair or replace the material.

4.3 Loan periods

- i. The standard monograph loan period will be 28 days.
- ii. CAVAL member libraries may request monograph loans to be extended for up to 6 months, subject to recall on demand after the standard loan period.
- iii. The requesting library must indicate at the time of request that the item is required for an extended period.
- iv. The requesting library must ensure that the item is promptly returned to the CARM Centre after the nominated period.
- v. One extension for up to another period of 6 months will be granted upon request.
- vi. If the item is still required after the 12 months period, the library should attempt to acquire a copy, or, alternatively the item can be digitised at the CARM Centre at the expense of the requesting library and on proof of copyright clearance.
- vii. The loan period for periodicals will be 5 working days with no renewal.

5. CHARGES

5.1 Deposit

- i. Capital contributors:
 - Each capital contributor may lodge materials without charge, in either the CARM Shared Collection or non-consortium collections, up to their allocation of shelved volumes.
 - Non-consortium collection must be removed if the CARM Shared Collection requires the space occupied.
 - Items deposited in excess of the notional allocation for shelved materials will be charged per volume at a rate set by the CAVAL Board.

- ii. Non-capital contributors (CAVAL members):
 - No notional space/shelving.
 - May contribute to CARM Shared Collection at a rate per volume set by the CAVAL Board.
- iii. Non-CAVAL member applications for space will be considered by the CAVAL Board.
- iv. All charges will be reviewed annually by the CAVAL Board.

5.2 Loans

- i. The following charges will apply initially:
 - Consortium members - No charge
 - Non-capital contributors (CAVAL members) - \$1.00 less than ILRS recommended fees
 - Non-CAVAL members - ILRS recommended fees
 - Overseas borrowers – ILRS recommended fees plus postage.
- ii. All charges will be reviewed annually by the CAVAL Board.