



The ACT Jewish Community is a member of the JCA family of organisations

COMBINED LIBRARY, MUSEUM AND ART GALLERY (CLMA) COLLECTION ACQUISITION & DEVELOPMENT POLICY

OBJECTS

1. The aim of the ACT Jewish Community Inc (ACTJC) Combined Library, Museum and Art Gallery (CLMA) Collection is to provide and maintain:
 - a resource library to the public of books, manuscripts and audio and visual material on the Jewish Religion, Jewish Language, Jewish Culture, Jewish History and the Jewish People to be shared by our Community and members of the public;
 - the art work currently owned by the ACTJC and to procure additional works for the express purpose of displaying them to the public; and
 - the museum pieces currently owned by the ACTJC and to procure additional works for the express purpose of displaying them to the public.
2. In addition to providing information to the public about Jewish Religion, Jewish History, Jewish Language, Jewish Culture and the Jewish People, the CLMA Collection aims to provide intellectual and social stimulation through a positive library, museum and gallery experience that will further enhance individual identification with, and understanding of, Judaism.

PURPOSE

3. This policy establishes the framework for development and management of the CLMA Collection including the acquisition of resources, the deselection of material, and collection building to:
 - provide guidance for the selection and management of information resources;
 - assist in planning and administering the CLMA Collection; and
 - inform users and other libraries, museums and galleries of the nature and scope of the CLMA Collection through exchanges of correspondence with the relevant librarians.

SCOPE

4. This policy applies across the ACTJC.

OVERSIGHT

5. The overall responsibility for the CLMA Collection rests with the Board of Management (the Board) of the ACTJC.
6. The Board will appoint a CLMA Collection subcommittee (the CLMA Collection Committee) to oversee its operations comprising no less than three people and no more than seven. At all times the majority of the members of the committee will be persons who have a degree of responsibility to the community. The President of the ACTJC is a member of the CLMA Collection Committee.
7. The inaugural members of the CLMA Collection Committee are the Office-Bearers of the ACTJC (the Executive) comprising: the President, the Vice-President, the Treasurer, the Secretary, and the Assistant Secretary/Treasurer.
8. The CLMA Collection Committee will engage skilled volunteers who, together with administrative staff of the ACTJC, will have day-to-day control of the CLMA Collection with the following responsibilities:
 - The purchasing of items for the collection. The CLMA Committee must approve all purchases up to \$500, with purchases from \$501 to \$5,000 to be approved by the Board.
 - To ensure the CLMA is open on the hours identified herein.
 - Until and unless otherwise approved by the Board, to ensure no Collection items (other than books on loan) are removed from the CLMA Collection premises.
 - To keep a catalogue of the CLMA Collection.
 - To recommend fundraising activities to the Board to ensure the future viability of the CLMA Collection. Fundraising activity is only to be approved if it is legal and appropriate for a Religious Institution.
 - To keep or arrange to be kept a separate set of financial accounts for the CLMA Collection.
 - To ensure that gifts to the CLMA Collection for which tax deductibility has been given are used solely for the CLMA Collection.
 - To adjudicate as to whether a person should be refused entry to the building on the grounds of security and safety.
 - To develop an appropriate advertising strategy in both print and online formats to ensure that members of the public are aware of, and can benefit from, the CLMA Collection.

9. The volunteers will be assisted by the Rabbi and administrative staff of the community in selecting and maintaining items for the CLMA Collection and in managing the facility. Training and documentation will be prepared by the CLMA Collection Committee to assist both volunteers and staff.
10. The CLMA Collection is available to the public from 10.00 am to 3.00 pm on Monday to Thursday. In keeping with Jewish Law, the CLMA Collection will close at 2.00 pm before all Jewish Festivals. The CLMA Collection is closed on Jewish and public holidays.
11. There is no entry fee for the use of the CLMA Collection. The Board may decide to charge an entry fee at any time in order to defray operational costs.
12. The CLMA may join any association of libraries, museums or art galleries or any association of Jewish organisations.
13. Books from the library's General Collection are available for loan via the online library catalogue at <https://www.librarycat.org/lib/actjc613>. Books in the Reference Collection are only available for reading on CLMA Collection premises.
14. Members of the public who wish to borrow books from the library will be asked to provide identification (such as a driver's licence) for photocopying as security for the loan.

PRINCIPLES

A. Collection scope

15. Jewish theology and liturgy, Jewish history, Jewish language, Jewish culture, Israel, Zionism, the Holocaust, Australian Jewish military personnel in all wars, and the Australian Jewish experience.
16. The CLMA Collection Committee will concentrate on strengthening the following areas of the CLMA Library Collection:
 - Primary source material and commentary relating to the Jewish bible (Tenach), and Rabbinic commentary and literature.
 - Material (particularly fiction and non-fiction books, videos and computer software) focusing on the modern Jewish family, Jewish observances and life cycle events.
 - Material (particularly fiction and non-fiction books, periodicals, newspapers, and videos) focusing on the Australian Jewish experience. This will include the experiences and involvement of Jewish individuals, groups, and organisations in Australian history and culture, as well as the Jewish response to and involvement in modern political, economic, and ethical issues.
 - Material (particularly fiction and non-fiction books and videos) celebrating the diversity of Jewish communities around the world.

- Journals and periodicals of the above nature on subscription not otherwise available in Canberra or of wide interest to members.
- Ephemera within the collection scope.

B. Selection

17. All selections must be consistent with the CLMA Collection policy. General selection criteria include but are not limited to:

- Items of Jewish content and relevance to our congregations.
- Items useful to the primary users of the library.
- Items of an artistic or physical nature that provide educational value about Judaism, Jewish history and Jewish life.
- Items presenting a variety of points of view on a controversial subject.
- Items of lasting literary, cultural or historical value.

C. Deselection

18. The CLMA Collection Committee will review resources and may deselect materials in order to utilise available spaces most effectively and to meet resource constraints.

19. The CLMA Collection Committee will attempt so far as is practicable to donate deselected materials to other interested Jewish institutions or cognate cultural institutions, and / or recycle any discarded material.

20. Taking into account the space available for the CLMA Collection and the resources available for funding storage and exhibitions, the general criteria for deselection include but are not limited to:

- Material inconsistent with the CLMA Collection policy.
- Duplicates of contemporary books.
- Books where the content has been superseded by a new edition or by other works and the edition is no longer required.
- Material that is worn out or damaged such that its physical condition inhibits access to its content, and / or the material is too expensive to repair.

D. Donations

21. Donations to the CLMA Collection should be made to the CLMA Gift Fund and be evidenced by a receipt in a form appropriate to the ATO for that purpose. A donation to the CLMA Collection of an item for its collection is to be evidenced by way of a receipt that includes as much detail as practicable describing the item.

22. A proposed donation of a book or item must be assessed by the CLMA Collection Committee in each case as to whether it is suitable for the CLMA Collection. Potential donors should contact a member of the CLMA Collection Committee and make an appointment for an assessment of any item intended for donation.
23. The CLMA Collection Committee reserves the right to decline any item not consistent with the collection scope, and to sell or otherwise dispose of a gifted item at a later date.
24. The CLMA Collection will assert unconditional ownership of a gifted item through a Transfer of Title form (**Attachment A**) signed by both parties. This is to ensure the CLMA Collection is, in the event of a dispute, able to prove legal ownership of the gifted item.
25. Gifts to the CLMA Collection will be formally acknowledged through a letter of thanks (**Attachment B**).

E. Loans

26. Loans to the CLMA Collection will be formally recorded through a Loan Agreement (**Attachment C**).

Authorisation

Merrilyn Sernack
 Secretary
 ACT Jewish Community Inc
 9 August 2017

Policy number	25/2017	Version	v01
Drafted by	Merrilyn Sernack	Approved by Board on	9 August 2017
Responsible person	Secretary	Scheduled review date	August 2018

**ACT JEWISH COMMUNITY INC
COMBINED LIBRARY, MUSEUM AND ART GALLERY (CLMA) COLLECTION**

TRANSFER OF TITLE

[No xxx]

I
[insert full name]

of
[insert full address]

hereby make an unconditional gift of the following item(s) that I (we) own to the ACT Jewish Community Inc (ACTJC) Combined Library, Museum and Art Gallery (CLMA) Collection.

1. [insert full description of item]
2. [insert full description of item]
3. [insert full description of item]

Signed: Date:
[insert name of CLMA Collection Committee representative]

Position:
[insert Executive office]

Signed: Date:
[insert name of donor]

NOTE: Two copies of this form must be signed by both parties with one copy retained by the donor and the other filed in CLMA Collection records.

Office use only	
Title	
First name of donor	
Last name of donor	
Maiden name (if relevant)	
Address	
Contact number	
Has a full written provenance of the item been obtained from the donor?	
Has a family history been obtained from the donor, including the donor's relationship to the item?	
Has a letter of thanks been despatched to the donor?	

LETTER OF THANKS

[Insert name and address]

Dear [.....],

ACKNOWLEDGEMENT OF RECEIPT AND THANKS

Thank you very much for your recent donation of *[insert details of gifted item]* to the ACT Jewish Community Inc Combined Library, Museum and Art Gallery (CLMA) Collection.

We appreciate your kindness in thinking of us as a repository for your *[insert details of gifted item]*.

We do need to mention that we can only accept gifted items on the understanding that, if necessary, we may need to dispose of them in accordance with CLMA Collection Policy.

Again, we extend our appreciation for your gift to the CLMA Collection. Your generosity will assist us to enhance our holdings and enable the Collection to continue to function as an important resource for material on Jewish topics.

Yours sincerely

For and on behalf of

President
ACTJC

[Insert date]

ACT JEWISH COMMUNITY INC
COMBINED LIBRARY, MUSEUM AND ART GALLERY (CLMA) COLLECTION

LOAN AGREEMENT

[No xxx]

I
[insert full name]

of
[insert full address]

hereby lend the following item(s) that I (we) own to the ACT Jewish Community Inc (ACTJC) Combined Library, Museum and Art Gallery (CLMA) Collection for [an indefinite period / a definite period of].

1. [insert full description of item]
2. [insert full description of item]
3. [insert full description of item]

Signed: Date:
[insert name of lender]

I
[insert full name]

hereby acknowledge receipt of the above item(s).

Position:
[insert Executive office]

NOTE: Two copies of this form must be signed by both parties with one copy retained by the lender and the other filed in CLMA Collection records.

Office use only	
Title	
First name of lender	
Last name of lender	
Maiden name (if relevant)	
Address	
Contact number	
Has a full written provenance of the item been obtained from the lender?	
Has a family history been obtained from the lender, including the lender's relationship to the item?	