

Library Collection Policy

The NFHS maintains a collection of material in its library to support Society members in their research into family and local history. Acquisitions are made and donations accepted to support these purposes.

Purchases

The Library will give preference to acquiring;

- Material on Newcastle and Hunter individuals and families
- Cemetery and Burial records
- Local history material
- Guides and manuals on genealogy
- Historical maps and gazetteers
- Indexes and other information on immigrants and convicts
- Material on places from which ancestors came
- Publications from other Family History or Historical Societies

Donations

Donations have played an important role in building our Library. The Society is happy to receive donations, providing they fit the above guidelines.

- All donations will be acknowledged by the Society.
- A record of donations will be maintained.
- Ownership of the donation is transferred to the Society.
- The Society determines the long-term use of a donated item.
- A copyright waiver form will be completed where necessary.

Management

A register will be kept of all materials, periodic stocktaking will be done and an up-to-date catalogue will be maintained.

Members will be kept informed of new acquisitions/removals at the general meetings.

April 2018

Passed by the General meeting June 2018