



BASEBALL
WA

HERITAGE ARCHIVE COLLECTION DEVELOPMENT POLICY

Dated compiled	February 2019
Date for Review	March 2022
Approved: Heritage Committee	February 2019
Approved: BWA Board	June 2019

INTRODUCTION

A Baseball WA archive collection has great State, National and International Heritage value and forms part of the baseball history of Western Australia. The Board and Heritage Committee of Baseball WA are dedicated in the correct use and methods of acquisition, preservation and conservation of all facets of our Baseball History.

OVERVIEW

The Baseball WA Archive is the end result of the work of Baseball WA's Heritage Committee in compiling, describing and preserving Baseball WA's historical records and items. The Archive is intended to reflect the activities of Baseball WA in all its facets.

The Archive is created and maintained as a matter of good governance, and is an acknowledgement that the records of Baseball WA are an important resource for not only the organisation and its members, but that they also form a part of the sporting, social and cultural history and fabric of Western Australia and Australia.

In accordance with the importance placed upon the Archive it is necessary that it is afforded appropriate levels of stewardship and governance

RESPONSIBILITY

The Baseball WA Archive is overseen and managed by the Heritage Committee, reporting to the Board of Baseball WA.

The archive collection will be managed by an **Archivist**, who reports directly to the Heritage Committee, Board and CEO of Baseball WA. (????). The Archivist manages the collection responsibly using best archive practice and maintains any database and accessioning system in place.

The Club Archivist has the responsibility and discretion to allow or disallow access to the Club's archived material. Where a dispute arises, the CEO or Chair of the Board will mediate.

Any additional archive volunteer staff, work under the direction of the Archivist.

USERS

The Baseball WA Archive serves the need of:

- Baseball Club members
- Baseball WA Board, Committees and staff
- Family and descendants of former baseball club members
- Affiliated baseball clubs of Western Australia and Australia
- Researchers with legitimate interests such as historians or scholars.

ACCESS

Access to the Archive is at the discretion of the CEO of Baseball WA, with advice from the Heritage Committee.

While in principle all material in the Archive will be available for access there may be some cases where it is necessary to restrict access for reasons of privacy.

HISTORY

The Heritage Committee (formed in 2018) has recognised the importance of key club documents and associated records and memorabilia. The Heritage Committee has been instrumental in progressing sustainable collections management practices.

Followers of baseball have historically been the compilers, collectors and custodians of community club records and memorabilia. With the aging and passing away of many club stalwarts there has been a gradual awakening to the potential or actual loss of records and other artifacts of significance.

CORE FUNCTIONS

The core functions undertaken and associated with the management of the Archive are as follows:

- To assess, collect, organise, describe and make available records and items of historical, legal, financial or administrative value to Baseball WA.
- To provide adequate facilities for the proper storage and long-term preservation of selected records and items.
- To provide access to the Archive as required by legitimate users.
- To promote knowledge and understanding of the origins, history and goals of Baseball WA through curation and display of records and items of the record.
- To create a management and planning framework commensurate with the importance of the Baseball WA Archive.

In general terms, all archived material will be made available, under supervision, to Club members and members of the general public, with the exception of Board and Committee Minutes and any private or commercial documents.

CRITERIA

While all records and items that relate to baseball are potentially relevant to the Archive, the realities of the management of the Archive and its contents dictates that priorities must be established for including material in the Archive. A key purpose is therefore to adhere to priority areas that have been determined on the basis of enduring value.

‘Enduring value’ is a record or group of records or other items that have apparent or potential long-term historical, research or curiosity value to baseball, its members, or the wider Western Australian or Australian or International community.

FORMATS

While it is envisaged that the bulk of the material in the Archive will be printed records or documents, there will be no restriction on the format of records or items that are added to the collection. Examples of appropriate formats include:

- Photographs, photographic prints, negatives or original artworks etc.
- Realia, such as trophies, pennants, playing equipment etc.
- Audio-visual material.
- Ephemera, such as programs, posters, scorecards, tickets etc.
- Manuscript material such as diaries.
- Digital material and media.

RETENTION and DISPOSAL

It is the intention that all items added to the Archive will be retained permanently and preservation techniques consistent with that intention will be employed. Items or categories of material may be nominated and approved for permanent removal and/or disposal.

DONATIONS and LOANS

Baseball WA archives will actively seek by research, transfer, donation or purchase, items of baseball and any other items of history or memorabilia associated with individual Club or Club members.

Donations will be accepted as a means of building the value of the Archive. In general, items will be accepted by donation only when they meet the criteria for inclusion in the Archive.

Baseball WA can actively solicit donations where records and items have been identified in private ownership that will complete or complement existing material in the Archive.

Baseball WA Archives reserves the right to refuse donated material that does not conform to its Acquisition Policy.

The Archives will consider items on loan through a **LOANS AGREEMENT**.

No archived material will be available for loan, except in special circumstances approved by the Archivist and CEO of Baseball WA.

REVIEW

The Archives Collection Development Policy will be fully reviewed every three years. However, interim changes may be necessary to reflect on the needs of Baseball WA.

OTHER DOCUMENTS THAT FORM PART OF THIS POLICY

- Archive Donor Form
- Loan Agreement Form
- Oral History Record Agreement
- Acquisition Policy
- Preservation Policy
- Records Management Policy

ACKNOWLEDGEMENT

Baseball WA acknowledges the generous support of the **Royal Perth Yacht Club** and **Royal Perth Golf Club** in the development of its Archive policies.