

CONFIDENTIALCABINET DECISIONNO. 682

Submission No.: 596

Title: FUTURE DEVELOPMENT OF LIBRARY SERVICES  
IN THE NORTHERN TERRITORY.

## Cabinet :

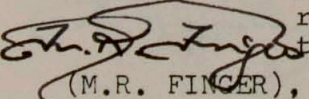
- a) noted the contents of the Chandler Report;
- b) endorsed in principle the development of Northern Territory Government Libraries and Archival Services as proposed within the Department of Community Development; and
- c) approved the devolution of public library functions to individual local authorities, subject to their agreement, with special reference to :

Buildings - The transfer of existing buildings and equipment to the local authorities. Where these facilities are sub-standard, the provision by the Department of new facilities of an acceptable standard within a reasonable time. Building maintenance to be the responsibility of the local authorities.

Stock - at time of transfer - All stocks remain the property of the State Library.

Stock - new stock for established libraries - All technical service operations be carried out by Central Services, with selection recommendations from the librarian on the spot, and working to an agreed formula. This stock to remain the property of the Government Library.

Staff - Professional staff to be seconded where required by the Government Library to those Local Authorities unable to recruit suitable staff. Support staff to be the responsibility of the Local

  
(M.R. FINCER),  
Secretary to Cabinet.

2 May, 1979.

/2...

CONFIDENTIAL

CABINET DECISION

NO. 682

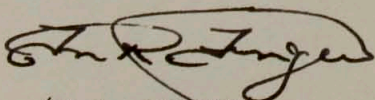
---

Submission No.: 596

Title: FUTURE DEVELOPMENT OF LIBRARY SERVICES  
IN THE NORTHERN TERRITORY.

Staff -

Authorities. Staffing costs to be  
the responsibility of Local Government.



(M.R. FINGER),  
Secretary to Cabinet.  
2 May, 1979.

---

CONFIDENTIAL



THE NORTHERN TERRITORY OF AUSTRALIA

CONFIDENTIAL

Copy No. ..... 1 .....

FOR CABINET

SUBMISSION No. .... 596 .....

Title:	Future development of Library Services in the Northern Territory
Cabinet Member	Community Development
Purpose:	To approve guidelines for the development of Library Services including the devolution of public library functions to local authorities
Relation to existing policy:	The Government has announced the formation of a State-type Library and Archival Service for the Northern Territory and approved the examination of the feasibility of transferring public library functions to Local Government
Timing/legislative priority:	Legislation on Archival matters will be required
Announcement of decision, tabling, etc.:	An announcement by the Minister about the proposals for library services in the Northern Territory. Press release as attached.
Action required before announcement:	Cabinet agreement. Consultation with local government will be required.
Staffing implications, numbers and costs, etc.:	Staff reductions within Northern Territory Government for public library function. New staffing implications not yet assessed for State Reference Library and Archives
Total cost:	Unknown, a further consultancy report is to be obtained

CONFIDENTIAL



CONFIDENTIAL

FUTURE DEVELOPMENT OF LIBRARY SERVICES

Comment by  
Under Treasurer:

Approved/Not Approved

Signed:

Date:

Comment by  
Public Service  
Commissioner:

No objections on basis of Consultant providing detailed recommendations on the operation and requirements for a State Library/Archives service. Any staff committment should not be made prior to consultants recommendations being examined.

Any staffing implications as a result of devolution of public library functions to local authorities and State Library/Archive decisions can be handled in the normal way.

Care should be taken that press release is in accordance with an approval in principle not a full committment.

Approved/Not Approved

*E. Gaskill*

Signed:

G. GASKILL for Public Service Commissioner

Date:

2 April 1979.

CONFIDENTIAL

**CONFIDENTIAL**

Department/Authority ..... DEPARTMENT OF THE TREASURY .....

**COMMENT ON CABINET SUBMISSION No.**

**TITLE:** ..... FUTURE DEVELOPMENT OF LIBRARY SERVICES IN THE NORTHERN  
..... TERRITORY .....

**COMMENTS:**

Supported in principle. At this stage a Cabinet decision to approve these proposals should relate only to the broad strategies outlined. More detailed arrangements and funding implications, when they are known, should be considered again.

.....  
SIGNED: A B ASHLEY

DESIGNATION: UNDER-TREASURER

DATE: 3/4/79

**CONFIDENTIAL**



CONFIDENTIAL

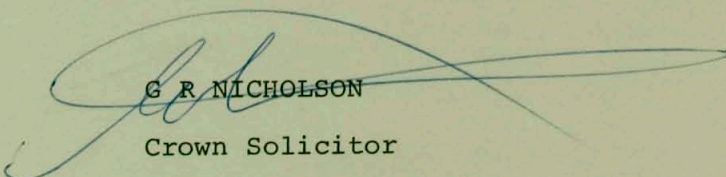
CABINET SUBMISSION - FUTURE DEVELOPMENT OF LIBRARY SERVICES  
IN THE NORTHERN TERRITORY

DEPARTMENT OF LAW

In respect of Library Services there are no constitutional or legal barriers to this proposal.

In respect of Archives the Northern Territory has no executive authority under the Northern Territory (Self-Government) Regulations.

In addition the Commonwealth has under consideration an Archives Bill which as presently expressed would affect to some extent at least the operations of the Northern Territory Government. The Chief Minister has recently written to the Prime Minister requesting that the Bill be amended to not make it applicable to the activities of the Northern Territory Government or Territory statutory authorities. The matter is presently under consideration by the Senate Standing Committee on Constitutional and Legal Affairs. Unless the Commonwealth Bill is amended as requested it might be that any new Territory legislation would conflict with such new Commonwealth legislation.



G R NICHOLSON  
Crown Solicitor

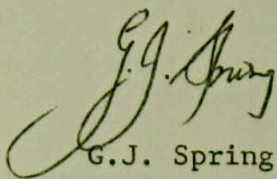
29 March 1979

CONFIDENTIAL

CABINET SUBMISSION - FUTURE DEVELOPMENT OF LIBRARY SERVICES  
IN THE NORTHERN TERRITORY

DEPARTMENT OF EDUCATION

The Department of Education supports the Guidelines to set up the Northern Territory Library and Archival Service, and is willing to participate in an ad hoc Library Advisory Committee.



G.J. Spring,

Assistant Director

Professional Services Branch

10 April 1979



THE ISSUES

1. To consider a model for the development of Library Services in the Northern Territory including the establishment of a State Reference Library and archival services and the devolution of public library functions to individual local authorities.

BACKGROUND

2. The Northern Territory Library Service, a branch of the Community Services Division of the Department of Community Development, is responsible for all public library functions in the Territory. State Reference Library facilities are minimal, and the present staff structure does not allow for any extension of existing services. With the development of self government the provision of an archival service is essential.
3. The Director-General of the National Library has provided a report on the principles, which might be followed by the Government. Dr Chandler's report is attached as Appendix A. A summary of my assessment of Dr Chandler's Report is shown at Appendix B.
4. It is considered that a State Reference Library including a State Archive should be established. Advice concerning the establishment of archival services is already being sought from Commonwealth Archives.
5. By Decision No 332 Cabinet agreed that a feasibility study be conducted on proposals that responsibility for providing public library services be assumed by the individual Local Government authorities.



CONSIDERATION OF THE ISSUES

6. The Chandler Report recommended a conglomerate Library/Archive Service under a Statutory Authority and with appropriate legislation. I share the opinion that library and archival functions should be linked for the time being. The advice of the Director of the Commonwealth Archives and of the State Librarian of Western Australia, has been sought on archives and both authorities feel that a separation of functions may be of advantage in the long term.
7. A State-type library service for the Northern Territory, following along the lines of the Western Australian pattern, is sought except in respect of the establishment of a statutory authority. The Northern Territory Government Library Service should assume the following functions :-
- (a) a Reference Library
  - (b) a central technical services division (i.e. which will be responsible for the selection, purchase, processing and circulation of all library materials)
  - (c) a State Archives, which will collect and preserve Government Archival Records as well as seek out and obtain Territory archival material in private hands.
- The establishment of a Reference Library Service must be preceded by the engagement of a library consultant. Appendix C provides explanations.
8. The Northern Territory Government Library should not be directly responsible for Government Departmental Libraries. It will, however, attempt to work in close co-operation with these libraries and assist in an advisory capacity, where necessary. The Government Librarian will be available for consultation and guidance to Departments

9. It is proposed to introduce legislation covering deposit and preservation conditions of future State Archives. A review of the need for other library legislation is to be undertaken.
10. I do not favour a Statutory Authority for Library Services at this stage. However, I propose to establish an Advisory Committee comprising departmental and library officials and Local Government representatives, who will aim for co-ordinating interests. A suggested membership is shown at Appendix D.
11. Certain public library functions, which are presently carried out by the Northern Territory Library Service should, subject to negotiation, become the responsibility of individual local authorities, with the exception of Nhulunbuy (and later Jabiru), which can continue to be operated by the State Library for the time being.
12. The involvement of Local Government in library services would follow an Australia-wide pattern. Local Governments should be closer to community attitudes on purely local matters.
13. Individual small libraries are incapable of providing adequate technical services for their patrons. Proposals concerning the devolution of the library service must, therefore, guarantee the maintenance and development of a strong, efficient Central Service Division in the State Library.



CONSULTATION

14. The submission has been made available to the Department of Education. The submission has not been circulated to other departments as the relationship of departmental libraries is unchanged. There has been preliminary consultation with the Commonwealth Archivist who has suggested that avenues for Commonwealth/Northern Territory Government relationships to rationalise and improve availability of archival information should be explored.
15. There has been preliminary consultation with all local government bodies who have expressed an interest in assuming responsibility for library services. The full impact of recommendations on respective responsibilities between the Northern Territory Government and local government authorities has not yet been explored.
16. In addition to Dr Chandler's report there has been consultation with the Western Australian State Librarian who is also a trained Archivist and was Assistant State Librarian in South Australia.

OPTIONS

17. There appears to be no option to the establishment of a Northern Territory Government Library and Archival Service. This is essential to the long term development of the Northern Territory.
18. The forms of option available on library models are to :
  - (a) follow the line of the Chandler Report;
  - (b) follow the line of State patterns;
  - (c) to select alternative from (a) and (b) above considered to be appropriate to Northern Territory Government and its administration.

I have preferred option (c).

19. There are a series of options available in administrative models if responsibility is to be devolved to Local Government. The preferred approach is to enable technical, purchasing and other central services to be performed by the Northern Territory Government Library in consultation with Local Government. Local Government will direct the day-to-day administration of its public library.
20. The options available on buildings, existing and new stock and staff are outlined in Appendix E. Preferred options are that :
- (a) the Northern Territory Government provides the buildings as a direct grant
  - (b) operating cost for the buildings shall be met from local Government funds;
  - (c) existing and new stock will remain the property of the Northern Territory Government Library
  - (d) where the Council is unable to recruit suitable professional staff, staff from the Government Library will be seconded. The Local Authority will provide the support staff. The cost of all staff will be borne by the Local Authority.

#### PUBLIC IMPACT

21. A favourable response is expected. The public is concerned with an improvement in library services.

#### FINANCIAL CONSIDERATIONS

22. There would be savings in the staffing costs of public libraries which would transfer as Council responsibility and additional staffing costs for the Northern Territory Government Library.



23. There will be savings on building maintenance, electricity costs, etc., but again this would probably be included in the general operational subsidies paid by the Department to the local authorities.
24. On the capital side, there will be the need for a new Government Reference Library and Archives building. The possibility to combine Commonwealth and State Archives facilities will be explored with a view to rationalising building cost. There is also the need for new, fully equipped library buildings at Alice Springs, Tennant Creek, Katherine, Nhulunbuy, Darwin City and Jabiru. It is impossible to predict likely costs here with any degree of accuracy. It may, however, be assumed that capital costs will be very considerable.

#### EMPLOYMENT CONSIDERATIONS

25. The recruitment of five librarians (for secondment to libraries presently without professional staff) will be necessary. These positions should be established in any event.
26. Re-deployment of library staff for public libraries would need to be considered, if staff did not elect to transfer to Local Authorities.
27. The early appointment of the State Librarian and of an Archivist is crucial for the development of the respective services. A proposal for the engagement of a consultant is shown at Appendix C.

28. Additional staff will be required for the Northern Territory Government library, the Archives and any new library such as Jabiru. Staffing suggestions for the State Library and the Archives cannot be presented at this stage. They will depend on the advice of the respective consultants.

#### LEGISLATION

29. Legislation relating to the establishment of the Northern Territory Archives is necessary. Such legislation already exists in all Australian States. It is proposed to introduce legislation to cover acquisition, preservation, and disposal policies of the archival institution.
30. A review is to be undertaken of the need for other library legislation.

#### PUBLICITY

31. A draft press release is at Appendix F.

#### RECOMMENDATIONS

32. It is recommended that Cabinet :
- (a) note the contents of the Chandler Report;
  - (b) endorse in principle the development of Northern Territory Government Libraries and Archival Services as proposed within the Department of Community Development; and
  - (c) approve the devolution of public library functions to individual local authorities, subject to their agreement, with special reference to :



Buildings - The transfer of existing buildings and equipment to the local authorities. Where these facilities are sub-standard, the provision by the Department of new facilities of an acceptable standard within a reasonable time. Building maintenance to be the responsibility of the local authorities.

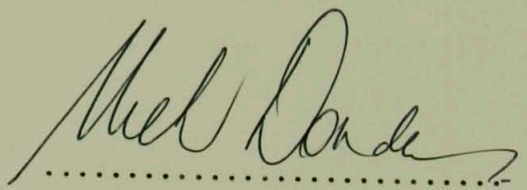
Stock - at time of transfer - All stocks remain the property of the State Library.

Stock - new stock for established libraries - All technical service operations be carried out by Central Services, with selection recommendations from the librarian on the spot, and working to an agreed formula. This stock to remain the property of the Government Library.

Staff - Professional staff to be seconded where required by the Government Library to those Local Authorities unable to recruit suitable staff. Support staff to be the responsibility of the Local Authorities. Staffing costs to be the responsibility of Local Government.

12. 4. 79

.....  
Date



.....  
NICK DONDAS

# CONFIDENTIAL

SUBMISSION ON GUIDELINES FOR  
THE DEVELOPMENT OF A STATE-TYPE  
LIBRARY SERVICE IN THE  
NORTHERN TERRITORY  
INCLUDING  
ARCHIVES SERVICES

PREPARED FOR THE MINISTER  
FOR COMMUNITY DEVELOPMENT  
NORTHERN TERRITORY  
LEGISLATIVE ASSEMBLY

JULY 1978.

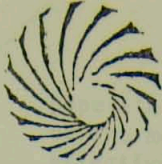


## C O N T E N T S

1. Submission on guidelines for the development of a State-type library service in the Northern Territory, including archives services.

## E N C L O S U R E S

2. The provision of library legislation Appendix 1
3. The provision of state-type library services Appendix 2
4. The staff needed to provide the services Appendix 3
5. The building up and scope of state-type library collections Appendix 4
6. The housing of staff and collections Appendix 5
7. Ministers responsible for the administration of Australian state library legislation Appendix 6
8. The texts of Australian state library legislation Appendix 7



# National Library of Australia

ref:

date: 17 July 1978

Director-General: Dr G. Chandler, MA. ALAA. FLA. FRHistS.

Canberra ACT 2600 Telephone 62 1111  
Telegraphic Code Address: Natlibaust Canberra  
Telex Code No. 62100

Mr J.M. Robertson, M.L.A.  
Minister for Community Development  
P.O. Box 3146  
DARWIN. N.T. 5794.

Dear Minister,

1 In response to your request that I advise you succinctly on guidelines for the development of a state-type library and archive service in the Northern Territory, I have set out to ensure that the Government and the Minister can effectively discharge their political responsibilities through the identification of needs and priorities for library, library based information and archive services, and through cost effective planning, programming and budgeting to ensure value for money spent. I have considered the range of options and standards, which are set out in Appendices 1-5, and submit to you my recommendations on the standard of library and archives services in the Northern Territory which I believe should be aimed at.

## THE PROVISION OF LIBRARY LEGISLATION

2 Duplication, overlap and inadequate exploitation of resources arise inevitably unless there is a clear legal framework for services and I recommend therefore

Rec.1 . that library and archive legislation be enacted as a matter of urgency.

3 I have paid attention to the reorganization of government administration in Australia and overseas and in particular to the Report of the Royal Commission on Australian Government Administration, which recommended that statutory authorities should not be appointed if functions could be discharged effectively by Ministers or departments. However, so far as libraries are concerned, statutory authorities have been retained as necessary in all Australian states and many other countries even following reorganizations of government administration. I have, therefore, no hesitation in recommending

Rec.2 . that a statutory authority be created, under the name of the Northern Territory Libraries and Archives Board, to advise on policies and priorities for the development of state-type library, library based information and archive services in the Northern Territory.

4 The Libraries and Archives Board should be responsible for ensuring that a comprehensive collection of library material, including archive material, relating to the Territory is maintained, developed and made available to library users and I recommend, therefore,

Rec.3 . that the statutory authority also be the archival authority and that copyright and archive provisions be incorporated in the legislation.



While a separate archive authority may be justified in the larger populated states I believe that because of the smallness of the population of the Northern Territory a separate archive authority would not be cost effective.

5 The Board should be responsible for advising the Government on Territory-wide needs and how these can be most economically met through resource sharing. It is, therefore, desirable to have persons on the Board who are drawn from the Legislative Assembly, the various Territorial departments and municipalities, the Library Association and from academic, industrial, social, cultural and other organizations in need of library, library based information and archive services, including persons with administrative and business experience.

The chief executive should be designated Director, Northern Territory Libraries and Archives Service and be a qualified librarian with administrative experience. The Director should be the executive member of the Board and be responsible to it for executing approved policies. However, the Director should have a status related to that of a Permanent Head and be responsible direct to the appropriate Minister for the efficiency of the system. This would be comparable with the status of Australian State Librarians and County Librarians in the United Kingdom.

So far as scholarly, educational, or other libraries are concerned, which are financed in whole or in part by non Territory funds, I believe that the Northern Territory Libraries and Archives Service should co-operate with them and that there should also be some representation of these bodies on the Board.

6 The Government and the Minister should approve the members of the Board, the main library policies and the annual estimates, and should require an annual report and such other reports as are necessary to be satisfied that public needs are being met as effectively and economically as possible. However, I do not believe that members of the appropriate calibre can be secured to serve on the Board unless they have substantial responsibilities to discharge; for example I believe the Board should monitor expenditure at each of their meetings. I recommend, therefore,

Rec.4 . that the Board should be allocated the widest range of responsibilities as are consistent with effective Government control of broad policies and the achievement of efficiency and that the estimates should be approved as a one line vote.

Further, because of the smallness of the population of the Northern Territory and the vast distances between centres, I do not believe that decentralisation of financial provisions for library collections and full-time staff to municipalities, the Legislative Assembly Library and departmental libraries can be cost effective. I recommend, therefore

Rec.5 . that Territorial funds for library collections and full-time staff for Territorial library, library based information and archive services be centrally provided and allocated by the Board.

In order to secure public involvement I suggest that the Legislative Assembly, Territorial departments and municipalities should be responsible for building provision and maintenance, management of their library premises and provision of part-time staff for them.



## THE PROVISION OF STATE-TYPE LIBRARY SERVICES

7 The range of services which should be aimed at and which it will be the responsibility of the Board to provide include advisory services, reference and information services, archive services, special services in support of special groups of civic, cultural, educational, industrial, social welfare or recreational importance, special services to special institutions, for example the Legislative Assembly and Territorial Departments, processing services, conservation services, promotional services, exhibitions, cultural extension activities, publications, lending and other services to adults and children.

## THE STAFF NEEDED TO PROVIDE THE SERVICE

8 The provision of full-time staff, who should be employed under the Public Service Act, should be the responsibility of the Board. The Board should be responsible for the secondment of full-time staff to Territorial department libraries, the Legislative Assembly library, municipalities, etc. However, staff seconded for this purpose should work under the administrative but not professional direction of the Legislative Assembly or the particular departments or municipalities concerned.

In addition to a Director of the Service the staff structure should aim at providing

- an Assistant Director, Management Services, responsible for finance, buildings and organization etc.
- a qualified Principal Librarian for the central library and Principal or qualified Chief Librarians for services to the Legislative Assembly Library, Territorial departmental libraries and municipalities.
- Archival staff.

Other staffing standards to be aimed at are one full-time staff member per 2,500 population served for basic library services to the public; and additional staff for the Legislative Assembly library, departmental libraries, archives and other specialized services.

## THE BUILDING UP AND SCOPE OF STATE-TYPE LIBRARY COLLECTIONS

9 In addition to a comprehensive collection of library and archive material relating to the Northern Territory, the Board will need to develop reference collections, lending collections, special collections to meet the day to day needs of the Legislative Assembly and Territorial departments, and collections for municipal libraries. The collections held by the central library should supplement all other collections.

Initial standards to be aimed at include a total current book stock, available on demand, of two or more volumes per population served and an annual addition to this book stock of one volume per four population served. These standards do not include the requirements of the Legislative Assembly Library and departmental libraries for which separate provisions should be aimed at. The Board should also provide collections of non-book library materials, for example audio visual materials, maps, photographs etc.

## THE HOUSING OF STAFF AND COLLECTIONS

10 The provision of accommodation should include an allowance for the growth of collections and population served. Building standards to be aimed at for both central and branch libraries are 42 sq.m. of floor space per

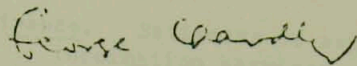


1,000 population served, the central library accommodation being calculated on the basis of the total population of the Northern Territory.

11 I enclose a range of detailed options and other standards for consideration arranged under the headings on which I was requested to advise. It will be the responsibility of the Board to formulate further recommendations based on these options after consideration of policies and priorities for the development of library, library based information and archive services in the Northern Territory.

I enclose, also, a list of the Australian Ministers responsible for the administration of Australian state library legislation (Appendix 6) and the text of Australian state library legislation (Appendix 7) which your officers may find useful in the detailed drafting of legislation.

Yours sincerely



(G. Chandler)  
Director-General and  
Executive Member of the Council

THE PROVISION OF LIBRARY LEGISLATION

Library legislation should name the units responsible for the provision of library and information services including the powers and responsibilities of the Minister, the powers and composition of library boards/councils and the role of the State Librarian. The following summarises the texts of Australian State Legislation, which are set out in full in Appendix 7.

Principal powers and responsibilities of the Minister

- (i) Library Board/Council. The minister may be empowered to
- appoint and/or nominate members and deputy members of the Library Board/Council. In N.S.W. all members are nominated by the Minister, in other States only a small percentage. The Minister may select a member from a panel nominated by other organisations or authorities.
  - direct the board to exercise and discharge various functions in relation to some or all library, information and archives services.
  - approve affiliation of the Board/Council with bodies having similar aims.
- (ii) Finance. Estimates of expenditure for the provision of library and information services are submitted to the appropriate Minister for approval together with an audited statement of the past year's expenditure.
- (iii) Reports. The Board/Council submits its annual report through the Minister for presentation to Parliament, usually the Minister for Education, except for N.S.W. and Victoria where reports are submitted to the Chief Secretary and in Queensland the Minister of Culture, National Parks and Recreation.

The Board

- (i) Membership of the Board/Council range from 8 to 14. Queensland has a Board of 8 members, South Australia 8, Victoria has a Council of 9, Western Australia 12, New South Wales 13, and Tasmania 14.
- (ii) Composition of the Board/Council may include members nominated by the Minister, Municipal Councils and Associations, University Councils and Library Associations. Members may also be appointed to the Board by virtue of the office they hold, for example the Director of Education, Chief Justice, State Librarian or the Under Treasurer. The current composition of several State Library Boards is

## • NEW SOUTH WALES

- 2 with experience in local government
  - 2 with experience relating to universities and colleges
  - 9 others
- All 13 are nominated by the Minister.



. VICTORIA

- 1 Chief Justice of Victoria (President of the Council)
- 1 Academic from the University of Victoria
- 2 from nominations by Municipal Associations of Victoria
- 1 from nominations by LAA, Victoria Branch
- 1 with experience in education, nominated by the Minister
- 1 with experience in Commercial or Industrial Administration, nominated by the Minister
- 2 others

. WESTERN AUSTRALIA

- 1 Director of Education
- 5 nominated by the Minister
- 6 Selected by the Minister from nominations submitted by the LAA, Western Australian Branch and 5 municipal associations

. TASMANIA

- 5 nominated by the Minister
- 5 nominated by municipal associations
- 1 nominated by the University of Tasmania Council
- 1 nominated by the Free Library Movement
- 1 The Under Treasurer or officer nominated by him
- 1 The Director-General Education or an officer nominated by him.

(iii) Terms of Office of present members of Board/Councils are either three or four years are generally renewable.

(iv) The powers of the Boards/Councils The Library Board of Western Australia may appoint such officers as required to implement the Act and the employees are not subject to the provisions of the Public Service Act, whereas employees employed under other State Library Acts are subject to the provisions of the appropriate Public Service Acts. The Queensland and Tasmania Library Boards may, with the approval of the appropriate Minister, use any public service employees in implementing the Act.

The South Australian, N.S.W. and Tasmanian councils may exercise such duties and functions as they see fit to provide library and information services, in addition to specified duties. Other Councils need approval of the Minister to exercise duties not listed in the Act.

(v) The duties of the Board/Councils include

- . provide state collections of library materials
- . manage and control the state libraries.
- . promote, provide and maintain State wide library and information services through the State Libraries and through co-operation with other libraries and the provision of policy advice to the minister on these matters.
- . advise the Minister on the provision of financial assistance to Public Libraries.
- . provide advisory services to government department libraries.
- . provision of training of librarians and library assistants.
- . enquire into the management of those Public libraries which adopt the Library Act.

In all states except New South Wales and Victoria the State Library authority is also the Archival authority. Tasmanian library and archive legislation is, however, currently being reviewed.

State Librarian

- (i) The State Librarian is responsible for the administration and management of the State Library and is usually Secretary and ex officio member of the Library Board. The State Librarian may also be subject to the control and direction of the Library Board. The South Australian state librarian is also a permanent head.
- (ii) The State Librarian is responsible in most States for approving the deposit and disposal conditions for public records and for receiving material on copyright.

Relations with Local Government

No State library legislation requires local government to provide library and information services but does prescribe the conditions to be met by local government authorities providing library services in order to receive assistance from the State.



THE PROVISION OF STATE-TYPE LIBRARY SERVICESCurrent State Library Services

Each State Library maintains and operates a State Reference Library and some State Libraries also have a special division concerned with public libraries in the State. Services currently provided by several State Libraries include

- . NEW SOUTH WALES

A reference service for requests that can be satisfied quickly and for requests requiring research, exhibitions, foreign language lending service, consultancy service to local libraries, back up services of books and information retrieval for local libraries and audio visual services.

- . QUEENSLAND

\*Services to public libraries include lending services, training courses, back-up services of books, audio visual materials and adult education material. Other services include bibliography files, open access shelves, services to hospitals and homes for the aged, departmental services including an immediate archive record service, audio visual services, advisory service and displays and exhibitions relating to Queensland history.

- . SOUTH AUSTRALIA

Public library services include advice on staff training and planning, back-up collection, request and reference services, inter-library loan facilities including several recordings, bibliographical, childrens services, departmental library service including staffing of libraries, adult lending services city and country, to the blind and to prisons, and exhibitions.

- . WESTERN AUSTRALIA

Provision of all book stocks for public libraries, request and information services, training services, mobile library services audio visual, state bibliographical services, displays, selective service (individual Current Awareness Service), information and library services in humanities and Commerce and Technology.

- . TASMANIA

Public library services, inter-library loan, departmental library services including current information service and administration of some libraries, audio visual services, childrens services, services to the disadvantaged and exhibitions.

State Library information services include the publication of a variety of bibliographical publications. For example

- . QUEENSLAND

Queensland Government Publications  
Selected Serials Resources for Queensland Public Libraries  
Departmental Libraries Section Information Bulletin.

• WESTERN AUSTRALIA

Catalogue of Books Arranged by Subjects

• TASMANIA

Business Alert - a newsletter of current publications  
Guide to the Reference Library.

	<u>Standards for Service Points</u>	<u>Population Served</u>	<u>Type of library</u>
*	INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS (IFLA) STANDARD in addition to a Central Library.	25,000 15,000 2-15,000  less than 2,000	District library Branch library Temporary libraries to assess public needs.  Mobile library
**	LIBRARY ASSOCIATION* OF AUSTRALIA (LAA) STANDARD	over 5,000  2,500-5,000  up to 2,500	Full-time branch open 40 hours per week Part-time branch open 15 hours per week  Bookmobile, station or postal service

If 30% of opening time is outside the working hours of the population being served this will greatly assist in satisfying the needs of the population. The Library Association of Australia recommends in its standards that the following range of services be offered as a minimum

- Advisory services
- Reference and information services
- Services to groups and organisations
- Services to groups and individuals with special needs
- promote and sponsor group activities
- publicity and public relations activities
- children's services
- promote other libraries
- co-operation with school libraries

\* International Federation of Library Associations, Section of Public Libraries, Standards for Public Libraries, West Germany, 1973.

\*\* Library Association of Australia, Interim Minimum Standards for Public Libraries, Sydney, 1972.



the smaller the population the greater will be the number of staff per head required to provide reasonable service. The total staff required depends on the number of service points, their hours of opening, the range of services provided and the volume of use of collections and services.

The standard recommended by IFLA for the number of non-manual full-time staff, such as professional, administrative and clerical staff employed in the libraries is

GENERAL SERVICES (Quick reference, adult lending and children's services)

1 Staff member per 2,500 population served.

SPECIAL SERVICES

1 staff member per 5,000 population served in addition to staff provided for basic general services.

LAA also recommends 1 staff member per 2,500 population served to enable the provision of basic services and for a population served exceeding 35,000 this would include the positions of

- . Chief Librarian
- . Deputy Chief Librarian
- . Childrens Librarian and
- . Branch Librarian (a librarian would normally be in charge of each full-time service point).

Staff would be required in addition to non-manual staff to perform manual duties such as caretakers, cleaners, drivers etc.

Current Staffing Levels (Full-time staff 1977)

	<u>Population</u>	<u>Full-time Staff</u>	<u>Standard</u>
NSW	4,913,900	1808	1965
S.A.	1,261,900	488	504
N.T.	105,500	20	42
A.C.T.	210,000	84	84

THE BUILDING UP AND SCOPE OF STATE-TYPE LIBRARY COLLECTIONSRecommended total book stock

	<u>Population</u>	<u>Book Stock</u>	<u>Per Capita</u>
LAA STANDARD	35,000	70,000	2.00
	60,000	100,000	1.66
	100,000	150,000	1.50
	200,000	250,000	1.25
	300,000	300,000	1.00

CANADIAN LIBRARY •  
ASSOCIATION

<u>Population</u>	<u>Per Capita</u>
50,000 - 100,000	1½ - 2
100,000 - 200,000	1 3/4 - 2
200,000 -	1½ - 1 1/4

<u>Example</u>	<u>Population</u>	<u>Book Stocks</u>	<u>Per Capita</u>
LEVELS NSW	4,913,900	7,800,825	1.6
CURRENTLY TAS	407,500	985,054	2.4
ACHIEVED W.A.	1,170,300	1,478,349	1.3
N.T.	105,500	* 101,500	.96
A.C.T.	210,000	475,000	2.26

\* includes 46,000 books reported to be obsolete.

Volumes to be acquired annually

<u>Population</u>	<u>LAA STANDARD</u>	<u>IFLA STANDARD</u>
35,000	8,750	8,750
60,000	12,500	15,000
100,000	18,750	25,000
200,000	31,250	50,000
300,000	37,500	



Composition of Book Stocks

LAA STANDARD

IFLA STANDARD

Adult non-fiction	40 - 50%	
Adult fiction	20 - 25%	
Childrens books	35%	
- Picture and beginning	10%	33%
- Junior fiction	15%	
- Junior non-fiction	10%	

These proportions may be varied according to the nature of the community served.

Composition of the Northern Territory population at 1976 Census

<u>Town/City</u>	<u>% of population under 18 (children)</u>	<u>% of population over 18 (adult)</u>
Darwin	36	64
Alice Springs	39	61
Katherine	39	61
Tennant Creek	41	59
Nhulunbuy	37	63
Northern Territory Average	38	62

Special Collections in State Libraries

Collections held by state libraries include the following

## . NEW SOUTH WALES

a General Reference library of books, serials, rare books, microfilm and microfiche, Mitchell Library, an Australian and Pacific research collection, Donald MacPherson collection of art and literature, extension services library, adult education library, model school library and Shakespeare Tercentenary memorial library.

## . QUEENSLAND

Archival records relating to the Colony and the State of Queensland, Public library services collection, collections of rare books, music, remedial materials, large type books, taped books, maps, manuscripts, photographs, audio visual materials and an adult basic education collection.

## . SOUTH AUSTRALIA

Material published in or relating to South Australia, maps, newspapers, government serials, microfilms, periodicals, adult lending collection of paperbacks, posters, prints, large print books, drama material, cassettes, foreign language materials and music scores, Edwardes collection of shipping photographs and Harry Godson photograph collection.

. WESTERN AUSTRALIA

J.S. Battye Library of Western Australia history includes, a state archive collection, foreign language collection, performing arts collection, drama library, photographs, maps, oral history tapes, transcripts and music library.

. TASMANIA

Tasmania material including an archive collection, Allport library and museum of Fine Arts, W.L. Crowther Library.



THE HOUSING OF STAFF AND COLLECTIONSFloor Area

The size of the library building can be related to the total population to be served, which will include residents and those working or being educated in the city.

	<u>Population Served</u>	<u>Minimum Floor Area per 1000 Population sq.m.</u>
LAA STANDARD	10-20,000	42
	20-35,000	39
	35-65,000	35
	65-100,000	31
	over-100,000	28

If the population served is less than 10,000 then  $42\text{m}^2/1000$  population served is appropriate, but the minimum size building that is considered adequate is  $140\text{m}^2$ . It is desirable for the library building to be large enough to contain all the necessary collections, except little used materials. The latter, which should not be more than 15% of the collection could if absolutely necessary, be outhoused.

IFLA STANDARD For Central and Branch libraries  
 $42\text{m}^2/1000$  population.

A floor area of  $28\text{m}^2$  for library buildings serving populations of over 100,000 is only recommended by IFLA in the case of city central libraries where a state or copyright library in the same city reduces some of the public demands on the central library.

The following standards issued by the Library Board of Western Australia give recommended minimum floor areas for the lending library proper only and excludes the floor areas required for reading rooms, study areas, staff accommodation, entrances, stairs and passages.

	<u>Population to be Served</u>	<u>Minimum floor area per 1000 pop. in sq.m.</u>
WESTERN AUSTRALIAN BUILDING STANDARDS	Up to - 10,000	18.6
	10 - 15,000	18.1
	15 - 20,000	17.6
	20 - 25,000	17.2
	Over - 25,000	16.7

Seating

	<u>Population Served</u>	<u>No. of Reader's seats per 1000 population served</u>
LAA STANDARD	less than 10,000	2-3
	more than 10,000	$1\frac{1}{2}$ -2

IFLA

2 readers seats per 1000 population served.

ADMINISTRATION OF AUSTRALIAN STATE LIBRARY LEGISLATION

<u>STATE</u>	<u>MINISTER RESPONSIBLE</u>	<u>LIBRARY ACT ADMINISTERED</u>
NEW SOUTH WALES	Hon. Neville Wran, Q.C., M.L.A. Premier's Department State Office Block Macquarie Street SYDNEY NSW 2000	Library Act 1939
VICTORIA	Hon. Rupert James Hamer E.D., M.P. Minister of the Arts 1 Treasury Place MELBOURNE. VIC. 3002	Library Council of Victoria Act 1965
QUEENSLAND	Hon. T.G. Newbery Minister of Culture National Parks & Recreation Parliament House BRISBANE. Q'LD. 4000	Libraries Act of 1943
SOUTH AUSTRALIA	Hon. Donald Jack Hoggood, B.A., Ph.D., M.P. Minister for Education 50 Pirie Street ADELAIDE. S.A. 5000	Libraries and Institutes Act 1939-197
WESTERN AUSTRALIA	Hon. Peter Vernon Jones, M.L.A. Minister for Education Head Office Parliament Place WEST PERTH. W.A. 6005	Library Board of Western Australia Act, 1951-55
TASMANIA	Hon. Harold Norman Holgate, B.A., M.L.A. Minister for Education 116 Bathurst Street HOBART. TAS. 7000	Libraries Act 1943
NORTHERN TERRITORY	Mr. J. Robertson Minister for Community Development P.O. Box 3146 DARWIN. N.T. 5794.	



THE TEXTS OFAUSTRALIAN STATE LIBRARY LEGISLATIONNEW SOUTH WALES

Library Act, 1939

VICTORIA

Library Council of Victoria Act, 1965

QUEENSLAND

Libraries Act of 1943

Libraries Act Amendment Act of 1949

Libraries Act Amendment Act of 1974

Libraries Act Amendment Act of 1977

SOUTH AUSTRALIA

Libraries and Institutes Act, 1939-1975

Libraries and Institute Act Amendment Act, 1977

WESTERN AUSTRALIA

Library Board of Western Australia Act, 1951-1955

Library Board of Western Australia Act Amendment Act, 1974

TASMANIA

Libraries Act, 1943

Libraries Act, 1966

Libraries Act 1971

Libraries Act, 1975

APPENDIX B

Dr Chandler's Report contains a total of five recommendations all of which are concerned with the introduction of library and archives legislation and the creation of a Statutory Authority under the suggested name of the "Northern Territory Libraries and Archives Board".

I support Dr Chandler's view that State Library and Archives functions should be linked.

I do not share the view that there is, at this stage, a pressing need for the creation of a statutory authority but do recommend that this issue be re-considered from time to time.

I agree with Dr Chandler that it is essential to provide a solid legal base for the establishment and future conduct of State Archival Services.

I do not consider that there is an immediate requirement for library legislation but will undertake to review the matter in due course.

Lastly, I am in agreement with Dr Chandler's views on the desirable involvement of local councils in the provision of library services.



CONSULTANT

The existing library establishment is short of experienced, senior staff. There are, in fact only 2 officers, who could be expected to contribute substantially to the planning of future State Library Services. Their day-to-day working commitments, however prevent them effectively from active participation in any major research/planning project.

It is, therefore, essential that approval for the engagement of a Library Consultant be given without delay.

In close co-operation with the State Librarian the Consultant would be expected to discuss planning issues with Heads of individual Departments, Education Specialists and representatives of Local Government, industry and business.

On the basis of these findings and using available documentation the consultant would evaluate the potential of the existing library system and procedures. This would be followed by a presentation of a philosophy of State Library Services with special regard to the Northern Territory situation.

The Consultant would submit recommendations on the scope of future collections, services and staff and would also assist in the formulation of standards specifically designed to meet Territory requirements. The Consultant would advise on the job prescription for a N.T. Government Librarian and assist with interviews.

Suggested Membership of the ad hoc Library Advisory Committee.

There should be a representation from :

- (a) The Department of Community Development (Chairman)
  - (b) The Department of Education
  - (c) The Local Government Association
- and
- (d) Ex officio the State Librarian



Possible options for the devolution of public library functions to the local authorities are :

- (a) Buildings (inclusive of furniture and equipment)
- (i) local authorities will take over existing buildings
  - (ii) local authorities will take over existing buildings. However, where inadequate or sub-standard facilities exist, the Department will undertake to provide acceptable facilities within a reasonable time
  - (iii) local authorities will take over existing buildings. However, where inadequate or sub-standard facilities exist the Department will fund, either partially or in toto, library building projects submitted by local authorities, always provided that acceptable standards for services and readers are met.
- (b) Stock - at time of transfer
- (i) book stock and other materials in individual libraries shall remain the property of the State Library
  - (ii) book stock and other materials in individual libraries shall become the property of the respective local authorities.

Northern Territory book stocks are still quite insignificant. These must be conceived, selected and built up as a single co-ordinated whole to allow for optimum use of available funds. To avoid duplicating small, static collections in each library it is essential that book stock remain the property of the State Library and thus permit the circulation, or rotation, of stock between Libraries.

(c) Stock - new stock for established branches

- (i) Central Services will select, purchase, catalogue and process new stocks for distribution to local authorities according to an agreed formula, and bearing in mind selection recommendations from the librarian on the spot. This stock will remain the property of the State Library.
- (ii) Central Services will select, purchase, catalogue and process new stocks for distribution to local authorities according to an agreed formula, and bearing in mind selection recommendations from the librarian on the spot. This stock will become the property of the individual local authorities.
- (iii) Individual local authorities will provide appropriate funds to Central Services for the selection, acquisition, cataloguing and processing of new stocks, which will remain the property of the respective local authorities.
- (iv) Individual local authorities will select, purchase, catalogue and process their own material.

As already stated, it is essential that Territory bookstocks be considered as a co-ordinated whole. Stock selection must also remain a Central Services responsibility if a meaningful, Territory-wide system is to be built-up, and not just a small collection of books in each town which duplicates each other to a large extent.

(d) Staff

- (i) The State Library will provide professional staff and individual local authorities will provide support staff.



- (ii) The State Library will second, at its own expense, professional staff to Local Authorities, which will provide support staff.
- (iii) Where the Council is unable to recruit suitable professional staff, the State Library will second staff to Local Authorities, which will meet salary and related expenses, and also provide support staff. The cost of all staff will be borne by the Local Authority.
- (iv) Local Authorities will appoint all staff at their own expense.

The very small communities such as Katherine and Tennant Creek stand little chance of attracting and retaining well qualified professional staff. Secondment is the only answer to this and Tasmania has already adopted a similar procedure.

APPENDIX F

PRESS RELEASE

The Acting Minister for Community Development, Mr Nick Dondas, announced today that Cabinet had agreed to establish a State Reference Library Service and a State Archival Service within the Department of Community Development.

Mr Dondas explained that the state reference library would absorb the functions presently carried out by the Northern Territory Library Service.

He said that Cabinet would seek the assistance of an experienced library consultant, who would advise on service - and building requirements for the State Reference Library.

The Acting Minister also advised that Cabinet had agreed to the early appointment of a State Librarian and of a State Archivist.

Mr Dondas also announced that in accordance with his Government's policy of seeking active community participation in the decision making process, the Government intends to enter into negotiations with Local Government to enable it to assume responsibility for the public library function.