

Giving your Archives and Manuscripts to the Hocken Collections



Archives storage at the Hocken Collections

Nau Mai Haere Mai ki Te Uare Taoka o Hākena: Welcome to the Hocken Collections

He mihi nui tēnei ki a koutou

kā uri o kā hau e whā arā,

kā mātāwaka o te motu,

o te ao whānui hoki.

Nau mai, haere mai ki te taumata.

The Hocken Collections is one of New Zealand's foremost historical research libraries. It was founded on the private library of Dr Thomas Morland Hocken (1836– 1910), who in 1907 gifted his outstanding collection of books, pamphlets, newspapers, manuscripts, maps, paintings and drawings to the University of Otago, in trust for the people of New Zealand. The Hocken Collections opened in 1910. The Hocken is open to all members of the public, and to the staff and students of the University of Otago. No charges are made for using the collections, except for copying and reproduction services.



A collection of archives arrives in the Hocken Collections loading bay.

WHY DO WE COLLECT ARCHIVES AND MANUSCRIPTS?

Archives are collected to document the lives, thoughts and activities of individuals and organisations. They are a prime source for the future understanding of our society and identity. Researchers using archives contribute to this by publishing books, making documentaries and teaching others based on the results of their research. Archives also document the rights and obligations of individuals and organisations in relation to one another.

WHAT DO WE COLLECT?

The Archives and Manuscripts Section collects unpublished records of individuals and organisations with historical significance. Some collections are of national significance, while with others the focus is on Otago and Southland. Our collection priorities are described in the current Collection Development Policy which is available on request. Contact the Curator of Archives and Manuscripts, who will be very happy to discuss potential donations and deposits.

Some examples of our existing collections:

Arts and literature -

James K. Baxter, Colin McCahon, Charles Brasch, Janet Frame, Roger Hall and the Otago Art Society.

Commerce and industry -

The Union Steam Ship Company, Cadbury Confectionery Ltd, Otago / Southland Employers Association, Hallenstein Bros Ltd, and mining company records.

Education -

Otago schools, preschool education, the University of Otago and the Otago Education Board. The Hocken Collections is an approved repository under section 26 of the Public Records Act 2005. We are able to take records designated public records under the Act in agreement with Archives New Zealand. To maintain this status we are required to meet standards required by Archives New Zealand. We collect the records of Otago Primary and Secondary Schools, and the University under this designation.

Early European contact and settlement -

Letters and diaries of early settlers, explorers and missionaries; official records of the Otago Association; the Canterbury Association and the Church Missionary Society.

Māori -

Kāi Tahu Waitangi Claim papers, Herries Beattie papers, Edward Shortland papers.

War –

Papers of numerous soldiers, Dunedin RSA records, 2nd NZEF Association

Religious groups

We hold records of a variety of religious groups as well as being the official repository for both the Anglican and Methodist Churches in Otago and Southland, has strong holdings of Baptist records and some other denominations. N.B. the Presbyterian and Catholic churches have their own archives and the Hocken does not take or hold official archival material relating to these churches. We also hold some archives of the Dunedin Jewish Congregation

Sport and leisure -

New Zealand Alpine Club, Otago Racing Club, Otago Rugby Football Union, New Zealand Bowling Association.

Women and society -

Rural Women New Zealand, Federation of University Women and many others.

Health and Medicine -

Royal New Zealand Plunket Society Inc., H. P. Pickerill (plastic surgery), New Zealand Society of Physiotherapists, and Sports Medicine New Zealand Inc.

WHO USES THE COLLECTION?

The collection is used by a wide variety of researchers including university staff and students, professional and local historians, authors and biographers, school students, genealogists, Treaty of Waitangi claimants, and others pursuing a specific interest.



Researchers using archives in our Special Reading Room

DONATION OR DEPOSIT

The Hocken Collections accepts responsibility for the care of archives in two ways. Archives may either be donated or deposited;

Donation - Legal ownership of the archives is transferred to the Hocken Collections. The Hocken then accepts all responsibility for the ongoing care of and provision of access to the archives. Special conditions of donation can be negotiated such as restrictions on the publication of material or on access to the material for a set period of time.

Deposit -Legal ownership remains with the depositing organisation; however there is an expectation that the archives will be deposited in perpetuity as public funds will be spent on their preservation and management. Should the organisation depositing the archives cease to exist then ownership of the archives passes to the Hocken Collections. Deposits are normally accepted only from ongoing organisations.

COPYRIGHT

Although you may donate or deposit your archives at the Hocken copyright is not transferred to the Hocken and remains with the author or creator of the work. We may request permission to reproduce items for the purposes of exhibition, education or promotion of the Hocken.

FACILITIES AND SERVICES

The Hocken Collections stores all archives and manuscripts in a secure temperature and humidity controlled area. All packaging and storage materials are designed to protect the archives from deterioration and damage.

Archives staff assess a potential donation or deposit in terms of its historical or research value, its relationship to the rest of the collection and to the Hocken's Collection Development Policy. If it is decided the collection does not warrant preservation at the Hocken Collections then it is returned to the original owner. Sometimes another archives collecting institution is suggested as more appropriate.



A collection “in process”

Once an archives collection arrives, it is “processed”, by examining, listing and repackaging it. The collection is recorded on *Hakena*, the Hocken’s online catalogue for unpublished material. *Hakena* is available through the Hocken Collections webpage -

<http://www.hakena.otago.ac.nz/nreq/Welcome.html>

ACCESS

As the Hocken is a closed stack, reference only collection, researchers must use material within the premises and may not borrow it. All requests to access archives are checked by staff on reference duty, and then retrieved from the secure storage area. Staff may also advise researchers on their research and the most likely sources of information. All researchers must register as Hocken readers and are required to produce appropriate identification at the time of registration.

RESTRICTIONS ON ACCESS

The majority of collections can be accessed without restriction. However in some cases restrictions are necessary for the purpose of protecting personal privacy. If donors and depositors have concerns about the sensitivity of information in archives then we can negotiate an acceptable access restriction.

Sometimes restrictions are necessary to preserve particularly fragile material. In these cases preservation copies or transcripts may be made to enable research access.

Anna Blackman, rev. December 2011.



Archives in custom made boxes in the storage stack

Hocken Collections/Te Uare Taoka o Hākena
Cnr Anzac Ave & Parry Street, PO Box 56, Dunedin
9058
Phone 03 479 8875; fax 03 479 5078
archives.hocken@otago.ac.nz
<http://www.library.otago.ac.nz/hocken/index.html>

Monday - Friday 9am - 5pm
Tuesday 9am - 9pm
(pictorial collections closed 5pm-
9pm)
Saturday 9am - 12noon