



Hocken Collections – Guide for Archives and Manuscripts Donors

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. No charges are made for using the collections, except for copying and reproduction services.

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The Archives and Manuscripts Section collects unpublished records of individuals and organisations with historical significance.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. With others the focus is on Otago and Southland.

The collection is particularly strong in the following areas;

- Arts and literature (including James K. Baxter, Colin McCahon, Charles Brasch, Roger Hall and the Otago Art Society)
- Commerce and industry (including the Union Steamship Company, Cadbury's, Otago / Southland Employers Association, mining company records)
- Education (schools, kindergartens and playcentres throughout Otago, the University of Otago, Otago Education Board)

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- Early European contact and settlement (letters and diaries of early settlers and explorers, official records of the Otago Association, the Canterbury Association and the Church Missionary Society)
- Maori (Kai Tahu Waitangi Claim papers, Beattie papers, Shortland papers)
- Some churches (official repository for the Anglican Church in Otago, strong holdings of Baptist and Methodist records and some other denominations)
- Sport and leisure (including New Zealand Alpine Club, Otago Racing Club, Otago Rugby Football Union, New Zealand Bowling Association)
- Women and society (including Rural Women New Zealand, Federation of University Women and others)
- Health (including Royal New Zealand Plunket Society Inc., New Zealand Society of Physiotherapists, Sports Medicine New Zealand Inc.)

We have some guides available on request outlining the kinds of records that could be of interest to the Hocken Collections.

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.

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.
- *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.

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.

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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.

Once an archives collection arrives, it is "processed", by examining it, putting it into order, listing and repackaging. The collection is recorded on *Hakena*, the Hocken's online catalogue for unpublished material. *Hakena* is available through the Hocken Collections webpage at the following address;

<http://www.hakena.otago.ac.nz/>

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 managed by the archivist on reference duty who retrieves the archives from the secure storage area. Archives staff may also advise researchers on their research and the most likely sources of information.

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.

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