Special Collection Development Policy

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1. Purpose

The Special Collection consists of published and unpublished material in print, audiovisual and digital formats produced by individuals and bodies associated with the University and its predecessor institutions. The collection also includes works published by the University, works about its activities or otherwise relating to the university.

Print and audiovisual Special Collection resources are located in URRSA (University Research Repositories of South Australia). Digital materials eligible for the Special Collection are stored in the University’s institutional repository, UniSA Research Archive.

2. Designation

The special collection is named for Mr David Murray, an Adelaide philanthropist and politician who in 1903 donated funds to support the establishment of a library for the School of Mines, one of the predecessors of the University of South Australia. The collection is known as the David Murray collection and material in the collection is prefixed as DM.

3. Primary user groups

All UniSA staff, students and other registered borrowers may borrow print and audiovisual materials from the David Murray Collection under limited access conditions. Items in this collection are often second copies of material available elsewhere in the Library.
3. **Scope of current collection**

The University Library’s David Murray Collection aims to include all works published within the University. Works to be included should be about the university, its activities, or by or about a member of staff of the university or by a student undertaking postgraduate study. Other material adjudged to be of historical value to the University and its antecedent institutions may be collected. The three components of the DM Collection are:

- Staff publications collection
- University publications collection
- Thesis collection

The David Murray collection does not include administrative materials and University records subject to collection by the University’s archives and records management policy. Teaching materials, examination papers, internal papers and reports and Honours theses are excluded from the DM collection.

The University Librarian reserves the right to make the final decision on inclusion or exclusion of an item.

3.1 **Staff publications**

This is an archival collection of publications by University of South Australia Staff. It consists of separately published works only and does not include reprints of articles. Unpublished professional experience leave reports and conference proceedings are also included. University staff are encouraged to provide a copy of each publication for inclusion in the DM collection.

3.2 **University publications collection**

This is an archival collection of University publications and unpublished materials produced for external distribution. It includes the following categories of materials:

- UniSA annual reports, graduation programs, calendars, handbooks, prospectuses,
- UniSA newspapers and journals
- Working papers and monograph series, staff and student publications
- UniSA and Student union newspapers
- Published / externally distributed AV resources (these will format shifted to digital depending on copyright)
- Photographs and buildings plans retained for the historical record

UniSA and antecedent institutions’ calendars, handbooks and graduation programs have been digitised and are available in the University’s institutional repository.
3.3 Thesis collection

A print copy of each research higher degree thesis completed at the University of South Australia is included in the Thesis collection. Wherever possible, a digital copy of each research higher degree thesis is included in the UniSA institutional repository. Digitised retrospective print theses are also included in the UnSA institutional repository.

4. Access

David Murray print and audiovisual collection material is available for in-library use only. Digitised David Murray collection resources are freely accessible where the University holds copyright or where copyright permission has been granted in accordance with the non-commercial Creative Commons Licence.

Where both the print and digital versions of a DM resource are available, the printed version remains the primary archival copy. The digital version provides the primary access copy.

5. Approval and Version History

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