Adlib – Guidelines on immediate source of acquisition and archival history





Introduction

These guidelines provide rules and examples on how to enter the *Immediate source of acquisition* and *Archival history*.

This covers both current and retrospective acquisitions and cataloguing.

These are free text fields which display to the public as *Source* and *Collection history*.

Field label	Tag	Field name	Туре	Public Display label
Immediate source of acquisition	VM	acquisition.notes	Single, free text (mandatory at parent level)	Source
Archival history	PB	object_history.note	Single free text (optional)	Collectio n history

PART 1: IMMEDIATE SOURCE OF ACQUISITION

Current source

- A. Purchase
- B. Presented (Donation)
- C. Cultural Gift
- D. Bequeathed /Estate of
- E. Commissions
- F. Transfers (internal/external)

Retrospective source (USED for retrospective cataloguing)

- G. Lent for copying
- H. Source unknown
- I. Accession numbers
- J. Deposits

PART 2: ARCHIVAL HISTORY

PART 1: IMMEDIATE SOURCE OF ACQUISITION (Mandatory field) ISAD(G) - 3.2.4 Immediate source of acquisition or transfer

Description

Record the donor or source (immediate prior custodian), name of the person, corporate body, or family from whom the collection was directly acquired, the date(s) of acquisition, and the method of acquisition, IF NOT CONFIDENTIAL.

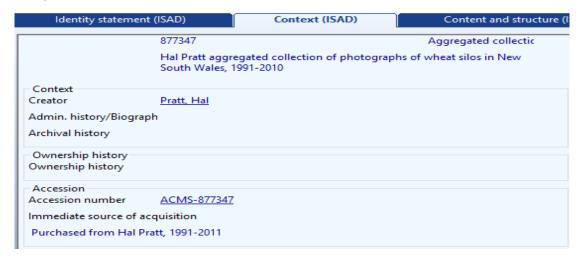
If the source/donor is unknown, record that information.

Optionally, record identifying number(s) of the acquisition(s), such as **accession number**(s) or reference code(s)

Local Rules:

- Do NOT use abbreviations (February NOT Feb.)
- Always include the month and year of acquisition.
- Add the *Immediate source of acquisition* and *Archival history* to the top level record of a collection. If a collection has several parts which are acquired through different acquisitions or at different dates. These should be added at lower levels.
- **Donation/CGP:** Date of acquisition is the taken from the Donation and Use form. For material acquired under the Cultural Gifts Program use the certificate of donation.

Example 1: Pictures collection



Example 2: Manuscript collection

	874659	series
	Series 05: Map of the Macquar	ie family, 1817
Context		
Creator		
Admin. history/Biogr	aph	
Archival history		
Ownership history		
Ownership history		
Accession		
Accession number		
Immediate source of	acquisition	
	estate of Viscountess Strathallan, v s, Feb. 1914; part of Lot 20.	ia Sotheby Wilkinson and Hodge's sale of
Parent level unit of d	escription	
Part of	<u>441806</u>	Collection
	Lachlan Macquarie and the Ma papers, pictorial and other ma	acquarie family aggregated collection of terial, 1787-1844
Notes		

Purchase

Record who the Library purchased the item from and the date of acquisition. In general record the date (month, year) as entered in Adlib Accessions.

For material acquired from Auction always include the Auction house, auction name, Lot number, day/month/year

Example 1:

Album of original drawings by Captain James Wallis and Joseph Lycett, ca. 1817-1818, bound with 'An Historical account of the Colony of New South Wales ...', published London, Rudolph Ackermann, 1821

Identity statemer	nt (ISAD)	Context (ISAD)	Content and structure (
	954703		fonds
	ca. 1817-1818		mes Wallis and Joseph Lycett, account of the Colony of New Iph Ackermann, 1821
Context			
Creator	Wallis, James,	<u>, 1785?-1858</u>	
Admin. history/Biogra	ph		
Archival history	•		ames Wallis, was given by by her to Wallis' nephew, Lt-Col.
	Wallis, was pr	esented to Lt-Col. Alexande in Prestbury. This volume is	allis, assembled by Mary Ann r Tayler by Mary Ann, on 22 s held at Mitchell Library Call
Ownership history Ownership history			
Accession			
Accession number	ACMS-954703	3	
Immediate source of a	ecquisition		
Purchased from Gard	ner Galleries, Lot	80, October 2011	

Example 2:

Photographs of Jewish life in Sydney, 2011-2015, Muslims praying in Martin Place, Sydney, 25 May 2013, and a Pro-Palestinian protest, Sydney Square and Elizabeth Street, Sydney, 20 July 2014 / by D-Mo Zajac



Example 3:

Domesticity, 1959 / by Herbert Badham

Identity stateme	nt (ISAD)	Context (ISAD)	Content and structure (
	1223044		fonds
	Domesticity, 1	959 / by Herbert Badham	
Context			
Creator	Badham, Herb	oert (Herbert E.), 1899-1961	
Admin. history/Biogra	aph		
Archival history	•	d in a private collection, Lond lleries, Sydney in 1979.	don - acquired from
Ownership history Ownership history			
Accession			
Accession number	ACMS-122304	<u>4</u>	
Immediate source of	acquisition		
Purchased from Bonl	nams Auctions, Au	ugust 2014, Lot 1, Auction 220	083

NOTE: For auctions include the day/month/year and the catalogue name/number of the auction

Example 4:TAL & Dai-ichi Life Derby collection of natural history watercolours, 1790s / compiled by Aylmer Bourke Lambert; acquired by the 13th Earl of Derby

Identity statemer	it (ISAD)	Context (ISAD)	Content and structure (
	940934		fonds
		i Life Derby collection of natura led by Aylmer Bourke Lambert	
Context			
Creator	Derby, Edward	Smith Stanley, Earl of, 1775-18	<u>851</u>
Admin. history/Biogra	ph		
Archival history	specifically fro	ms were purchased from the La om Lambert's 'Valuable Botanic 12. The albums remained in the	al Library' sold over 3 days,
Ownership history Ownership history			
Accession			
Accession number	ACMS-940934		
Immediate source of a	cquisition		
Purchased with the go South Wales in June 2		of TAL and Dai-ichi Life and the	State Government of New

Example 5:

Collection 13: Photographs taken during the trial of Gordon Wood, October to November 2008 / photographed by Mark Tedeschi

Identity stateme	ent (ISAD)	Context (ISAD)	Content and structure (I
	900329		Collection
		: Photographs taken during the ovember 2008 / photographs by	
Context			
Creator			
Admin. history/Biogr	aph		
Archival history	lmages Nos. phone camer	7-12 are JPEG images taken with ra.	a Nokia N95 8GB mobile
Ownership history Ownership history			
Accession			
Accession number	ACMS-900329	<u>9</u>	
Immediate source of	acquisition		
Nos. 1-6 purchased f Nos. 7-12 presented		3.	
Parent level unit of d	lescription		
Part of	<u>887796</u>		Aggregated collecti
	Mark Tedesch	hi aggregated collection of phot	ographs, 1988-2009
Notes			

Example 6:

Miss Julia Johnston, 1824 / R. Read [Richard Read Senior]

Identity stateme	ent (ISAD)	Context (ISAD)	Content and structure (I
	9642058		fonds
	Miss Julia Joh	nston, 1824 / R. Read [Richard R	lead Senior]
Context			
Creator	Read, Richard	, approximately 1765-1827?	
Admin. history/Biogr	raph		
Archival history	A photograph held in the collections of the Mitchell Library, dated ca. 1895-1900, shows the portrait hanging on the wall at Horsley, in New South Wales, which at the time was owned by the Weston family. Blanche Weston, nee Johnston, was the sister of Julia Johnston. Julia Johnston was living at Horsley at the time of her death in December 1879.		
		as sold at the Cowlishaw Collec 11, 17 October 1984.	tion sale, Sotheby's,
	•	pondence file mainly of Horsley, Fairfield, Nev	v South Wales, including
		terior views, ca. 1895-1900 / He	

Presented (Donated)
NOTE: Record the date (month/year) of acquisition. This is the taken from the Donation and Use form.

Example 1: Professor Brian Fletcher papers, 1949-ca 2016

	Identity statement	(ISAD)	Context (ISAD)	Conter
		1336673		fonds
		Professor Brian	Fletcher papers, 1949-ca 2016	
	Context			
1	Creator	Fletcher, Brian	H. (Brian Hinton), 1931-	
	Admin. history/Biograp	h		
	Archival history			
	Ownership history			
	Ownership history			
	Accession			
	Accession number	ACMS-1336673	3	
	Immediate source of ac	quisition		
	Presented by Professor	Brian Fletcher, N	Лау 2015	

Example 2:Hanna Lemberg papers, ca. 1920-1999, together with papers of Rudi Lemberg, 1915-1975

Identity statemer	nt (ISAD)	Context (ISAD)	Content and structure (I
	1353575		fonds
	Hanna Lember Lemberg, 1915	rg papers, ca. 1920-1999, togeth i-1975	ner with papers of Rudi
Context			
Creator	Lemberg, Han	na, 1899-1998	
Admin. history/Biogra	iph		
Archival history		formed part of the Estate of th to the Australian Yearly Meetin akers), 1998	_
Ownership history Ownership history			
Accession			
Accession number	ACMS-1353575	<u>5</u>	
Immediate source of a	acquisition		
Presented by Wies Sc Religious Society of F		Pollard on behalf of the Austra May 2015	alian Yearly Meeting of the

Cultural Gifts Program

The Cultural Gifts Program offers tax incentives to encourage people to donate cultural items to public art galleries, museums, libraries and archives in Australia.

NOTE: Date of acquisition is the taken from the certificate of donation.

Example 1: Collection 07: Original artworks for children's book 'Malu Kangaroo', 2007 / by Bronwyn Bancroft

ldentity statemen	t (ISAD)	Context (ISAD)	Content and structure (I
	1008931		Collection
	Collection 07: 2007 / by Bron	_	en's book 'Malu Kangaroo',
Context			
Creator	Bancroft, Bron	<u>iwyn</u>	
Admin. history/Biogra	ph		
Archival history	Kaye Bellear p	urchased the illustrations fr	om Bronwyn Bancroft in 2007
Ownership history Ownership history			
Accession			
Accession number	991024099012	102626	
Immediate source of a	cquisition		
Donated through the Malu Bellear, March 2		nment's Cultural Gifts Progi	ram by Kaye Bellear in memory of

Example 2:Collection 05: Donald Horne and Myfanwy Horne further papers, 1915-2013

Identity statement	(ISAD)	Context (ISAD)	Content and structure (
	1248666		sub-fonds
	Collection 05: Doi 2013	nald Horne and Myfanwy H	lorne further papers, 1915-
Context			
Creator	Horne, Donald, 19	921-2005	
Admin. history/Biograp	h		
Creator	Horne, Myfanwy,	1933-2013	
Admin. history/Biograp	h		
Archival history			
Ownership history			
Ownership history			
Accession			
Accession number	ACMS-1248666		
Immediate source of ac	quisition		
Donated through the A December 2015	ustralian Governme	ent's Cultural Gifts Program	by Julia and Nick Horne,

Bequeathed / Estate of

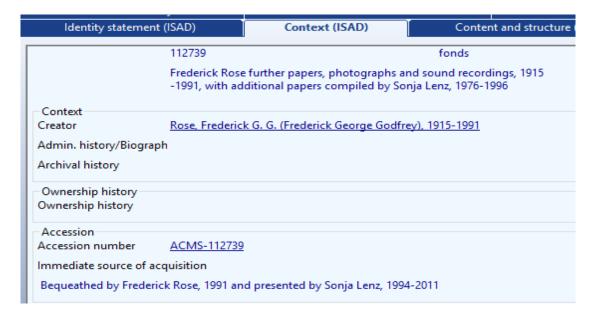
NOTE: Used for formal bequests from individuals/families and for material received from the Estates of individuals. Use the date of the death of the person.

Example 1: Florence James papers, 1890-1993

	71012	fonds
	Florence James papers, 1890-1993	
Context		
Creator	James, Florence, 1902-1993	
Admin. history/Biogra	aph	
Archival history		
Ownership history		
Ownership history		
Accession		
Accession number	ACMS-71012	
Immediate source of	acquisition	
Bequeathed by Flore	nce James in 1993	

Example 2:

Frederick Rose further papers, photographs and sound recordings, 1915-1991, with additional papers compiled by Sonja Lenz, 1976-1996



Commissions

Commissions are activities which the State Library or another institution may have assigned to an individual/institution to perform. Commissions organised by the State Library will have commissioning documentation on file. **NOTE:** include the date taken from the letter of agreement

Example 1:

Brewarrina, 9 November 2016-9 April 2017 / photographs by Brad Steadman; commissioned by the State Library of New South Wales



Transfers

Internal transfer refers to a collection that have been relocated from another location in the State Library.

External refers to a collection which was acquired from an external source (institutions, organisations)

NOTE: Add to Immediate source of acquisition ONLY when the original source is unknown. If the source of the acquisition is known add the Transfer details in a **General Notes** field

Example 1: External transfer

Irene Vera Young - papers, 1901-1964



Example 2: External transfer

The Sailors Return Hotel, 1902? / Sydney Long

Identity stateme	nt (ISAD)	Context (ISAD)	Content and structure
	845151		fonds
	The Sailors Ret	turn Hotel, 1902? / Sydney Lo	ng
Context			
Creator	Long, Sydney,	<u>1871-1955</u>	
Admin. history/Biogra	aph		
Archival history		vas purchased in 1902 by the N.S.W; it was transferred to th	
Ownership history Ownership history			
Accession			
Accession number	ACMS-845151		
Immediate source of a	acquisition		
Transferred from Art	Gallery of New Soi	uth Wales. 1920	

Example 3: Internal transfer

ldentity statemer	t (ISAD)	Context (ISAD)	Content and structure (
	442444		fonds
		Views in Tasmania [being mair 88-1891] / by Anson Brothers	nly of Hobart and Port
Context			
Creator	Anson Brothe	<u>rs</u>	
Admin. history/Biogra	ph		
Archival history			
Ownership history Ownership history			
Accession Accession number	ACMS-442444		
Immediate source of a			
	•		
Bequeathed by D.S. M	litchell, 1907		
General notes	Transferred December	from the Mitchell Library Printed Book 1984	s Collection F986/A,

Retrospective source (used for retrospective projects)

NOTE: include day/month/year when recording dates of retrospective acquisitions

Lent for copying

Example 1:

Historical photographs of Newcastle and Newcastle region including ships and portraits, [ca. 1864-1933] / photographs lent for copying by the Newcastle Public Library, 1963-1964

Identity statement	(ISAD)	Context (ISAD)	Content and structure (I
	040405		
	940495		fonds
	ships and port	tographs of Newcastle and Nev traits, [ca. 1864-1933] / photogr blic Library, 1963-1964	3
Context			
Creator	Newcastle Pul	blic Library (N.S.W.)	
Admin. history/Biograp	h		
Archival history			
Ownership history Ownership history			
Accession			
Accession number	ACMS-940495		
Immediate source of ac	quisition		
Originals lent for copyi Pic.Acc.292	ng by the Newc	astle Public Library, 1963-1964	

Example 2:

Series 01: Wilfred Arlom diary, 28 Nov. 1907-30 May 1908

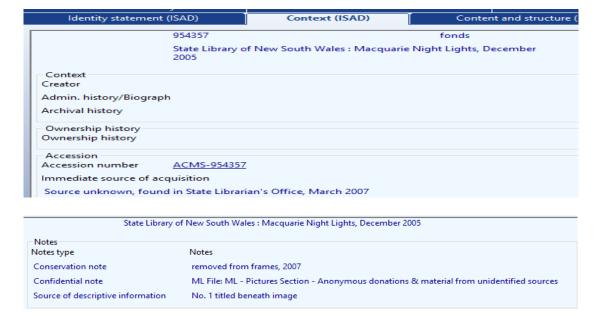
Identity stateme	nt (ISAD)	Context (ISAD)	Content and structure
	888962		series
	Series 01: Wilfred	d Arlom diary, 28 Nov. 1907	'-30 May 1908
Context			
Creator	Arlom, Wilfred,	<u>1887-1945</u>	
Admin. history/Biogr	aph		
Archival history			
Ownership history Ownership history			
Accession			
Accession number	ACMS-888962		
Immediate source of	acquisition		
Original lent for copy	ing by Mrs Mary Bro	oome and Mr John Arlom,	1987
Parent level unit of d	escription		
Part of	<u>889058</u>		Collection
	Arlom family pa	pers and photographs, 188	4-1955
Notes			

Source unknown

NOTE: retrospective acquisition research might determine that provenance is unknown. In this case include the current date of unknown provenance if still undetermined. Add extra information relating to sources searched in a *Confidential note*

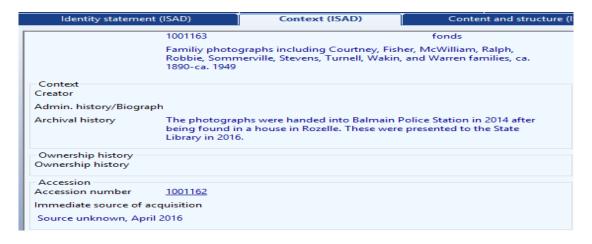
Example 1:

State Library of New South Wales: Macquarie Night Lights, December 2005



Example 2:

Familiy photographs including Courtney, Fisher, McWilliam, Ralph, Robbie, Sommerville, Stevens, Turnell, Wakin, and Warren families, ca. 1890-ca. 1949



	photographs including Courtney, Fisher, McWilliam, Ralph, Robbie, Sommerville, Stevens, Turnell, and Warren families, ca. 1890-ca. 1949
Notes Notes type	Notes
Confidential note	The photographs were handed in to Balmain Police Station after being found in a house in Rozelle. The previous tenant of the house did not respond to Police enquiries regarding ownership of the photographs.
	Police made enquiries based on the names annotated on the photographs but were unable to locate any individuals with knowledge of the collection. The original collection included over four hundred items. The collection was culled and limited to items that were annotated with names and that were taken in NSW or were of NSW residents.
Signatures and inscription	Most photograhs are inscribed on verso.

Accession numbers

NOTE: Add accession numbers beneath the Immediate source of acquisition in a record. More than one accession number can be added

Example 1:

Photographs of the ship Aurora, crew and dogs in New Zealand from the British Trans-Antarctic Expedition, 1914-1917

Identity statement (ISAD)	Context (ISAD)	Content and structure (
903257		fonds
3 1	of the ship Aurora, crew and do Antarctic Expedition, 1914-1917	gs in New Zealand from the
Context Creator		
Admin. history/Biograph		
Archival history		
Ownership history Ownership history		
Accession Accession number ACMS-903257	<u> </u>	
Immediate source of acquisition		
Presented by Mrs Elizabeth Murphy, Ap Pic.Acc.6879	pril 1987	

Example 2:

Mrs Hugh Ross, sister of Maria Z [Christina Ross?, 18--]

9640669 fonds
Mrs Hugh Ross, sister of Maria Z [Christina Ross?, 18--]

Context
Creator
Admin. history/Biograph
Archival history

Ownership history
Ownership history
Immediate source of acquisition
Presented by J. A. Throsby, November 1962
MLMSS Accession 647

Example 3:

Photographs of ship Aurora, Australasian Antarctic Expedition, 1911

	9640726	fonds
	Photographs of ship Auro	ra, Australasian Antarctic Expedition, 1911
Context		
Creator		
Admin. history/Biograp	h	
Archival history		
Ownership history		
Ownership history		
Accession		
Accession number		
Immediate source of ac	quisition	
Presented by Mrs. M. G MLDOC Accession 64	6. Little, November 1959	

Example 4: [Illawarra Lake] 1835 / watercolour by Conrad Martens

Identity statement	(ISAD)	Context (ISAD)	Content and structure (IS
	404664		fonds
	[Illawarra Lake] 1	835 / watercolour by Conra	d Martens
Context			
Creator	Martens, Conrad	<u>, 1801-1878</u>	
Admin. history/Biograph	n		
Archival history			
Ownership history			
Ownership history			
Accession			
Accession number	ACMS-404664		
Immediate source of acc	quisition		
Bequeathed by Sir Willia Spencer List number: 23			

Deposits

NOTE: used for items previously deposited on Permanent Loan.

Example 1: Fellowship of Australian Writers records, ca. 1928-1972

Identity statemen	t (ISAD)	Context (ISAD)	Content and structure (I
	422839		Collection
	Fellowship of	Australian Writers records, ca. 1	928-1972
Context			
Creator	Fellowship of	Australian Writers	
Admin. history/Biogra	ph		
Archival history			
Ownership history			
Ownership history			
Accession			
Accession number	ACMS-422839		
Immediate source of a	cquisition		
	•	Writers, 23 July 1970 - 26 Novem nt, Fellowship of Australian Wri	

Add confidential note

On Permanent loan. Presented to the Library in

Confidential note On Permanent Ioan. Presented to the Library in 2018.

PART 2: ARCHIVAL HISTORY (Optional field)

ISAD(G) 3.2.3 Archival history provides the following information on the use of this field:

Purpose: To provide information on the history of the unit of description that is significant for its authenticity, integrity and interpretation.

Rules: Record the successive transfers of ownership, responsibility and/or custody of the unit of description and indicate those actions, such as history of the arrangement, production of contemporary finding aids, re-use of the records for other purposes or software migrations, that have contributed to its present structure and arrangement. Give the dates of these actions, insofar as they can be ascertained. If the archival history is unknown, record that information.

Local rule: When the unit of description is acquired directly from the creator, do not record an archival history but rather, record this information as the Immediate source of acquisition.

NOTE: If the recommendation includes information on private owners you may need to verify with CS&D what information can be recorded in this field.

Example 1:

Harry Roland Paul Cradick war diary, 18 October 1914-20 December 1918, together with associated photographs, ca 1914

ldentity statemen	t (ISAD)	Context (ISAD)	Content and structure
	9627894		fonds
		Paul Cradick war diary, 18 Octo associated photographs, ca 19	
Context			
Creator	Cradick, Harry	/ Roland Paul, 1884-1948	
Admin. history/Biograp	ph		
Archival history	By descent fro	om Harry Cradick to granddau	ghter Helen Cradick
Ownership history Ownership history			
Accession			
Accession number	991024229319	<u>702626</u>	
Immediate source of a	cquisition		
Presented by Helen Cr	adick, December	r 2018	

Example 2: (digital changes to the original)
Stockton Centre oral history interviews, conducted by Sue Andersen and Laila Ellmoos, 25-28 March 2010

ldentity statemer	nt (ISAD)	Context (ISAD)	Content and structure (I
	9621160		fonds
		re oral history interviews, cond 25-28 March 2010	ucted by Sue Andersen and
Context			
Creator	Andersen, Sue		
Admin. history/Biogra	ph		
Archival history	converted to V	on and access, the original oral NAV files, and the hardcopy tra rial has been retained	
Ownership history Ownership history			
Accession			
Accession number	9910241959134	<u>402626</u>	
Immediate source of a	ecquisition		
Presented by Diane B	radley on behalf o	of Ageing, Disability & Home Co	are, 2010

Example 3:
Miss Julia Johnston, 1824 / R. Read [Richard Read Senior]

Location Latare Movements	Location history Actention Schedule Actention Schedule history Exhib			
[Julia Johnston], 1824 / R. Read [Richard Read Senior]				
Notes				
Notes type	Notes			
Confidential note	Additional provenance information on Library correspondence file.			
Administrative/Biographical his	Julia Johnston (1796?-1879) was the eldest daughter of George Johnston (1764-1823) and Esther Johnston (1767-1846), née Abrahams/Julian, a Jewish convict woman.			
Signatures and inscription	Signed and dated lower right '1824 / R.READ'.			

	9642058	fonds	
	Miss Julia Johnston, 1824 / R. Read [Richard Read Senior]		
Context	Danid Dishard assessing	A-L. 1765 10373	
	Read, Richard, approximately 1765-1827?		
Admin. history/Biogr	raph		
Archival history	A photograph held in the collections of the Mitchell Library, dated ca. 1895-1900, shows the portrait hanging on the wall at Horsley, in New South Wales, which at the time was owned by the Weston family. Blanche Weston, nee Johnston, was the sister of Julia Johnston. Julia Johnston was living at Horsley at the time of her death in December 1879.		
	The portrait was sold at the Cowlishaw Collection sale, Sotheby's, Sydney, Lot 211, 17 October 1984.		
	References:		
	Library correspondence file		
		orsley, Fairfield, New South Wales, including ;, ca. 1895-1900 / Henry King (Mitchell Library	
Ownership history Ownership history			
Accession	991024261011502626		
Immediate source of			
	Gallery, August 2019		

Example 4: [Drawing of Museum railway excavation, February, ca 1922-1923] / by Carlton

ldentity stateme	nt (ISAD)	Context (ISAD)	Content and structure (
	9622801		fonds
	[Drawing of Museum railway excavation, February, ca 1922-1923] / by Carlton		
Context			
Creator	Carlton (artist)		
Admin. history/Biogra	iph		
Archival history	From the estate of Kathleen Butler, secretary to J. J. C. Bradfield		
Ownership history Ownership history			
Accession			
Accession number	99102419941870	02626	
Immediate source of a	acquisition		
Purchased from Josef	Lebovic, Novemb	er 2018. Collectors' List no	o. 194, 2018, item no. 121.

Suzette Brunati & Megan Atkins 28 August 2019