



## **Archiving Resource - finding a home for your dance archives**

The Dance Industry Strategy consultation showed that people are genuinely concerned, and wish to do something, about preserving their dance heritage.

DANZ (Dance Aotearoa New Zealand) and The National Dance Archive of New Zealand (NDA) are working to raise awareness of the importance of archiving. This resource aims to provide basic information on what to consider and who to approach regarding your dance material and history.

NDA aims to encourage all people within the New Zealand dance community to be responsible for documenting the history of their art by maintaining their own records. It also aims to encourage the deposit of certain dance materials, in libraries or other locations.

NDA and DANZ can provide advice, but neither organisation collects archives. To be remembered as part of our dance heritage, it is up to the organisations, companies and individuals involved in dance to document the history of New Zealand dance.

There are a number of questions you need to ask yourself,

### **What should I keep?**

Archives are the unpublished records of individuals and organisations with historical significance. Material may include:

- Printed ephemera – posters, programmes, flyers, publicity material
- Digital/analogue recordings – DVD's, film, video and audio tapes
- Photographs
- Designs – costume and set designs
- Newspaper clippings – advertisements, reviews, articles
- Choreographic notes
- Important correspondence

Dance groups/companies should also keep:

- Financial records
- Administrative files

### **How should the material be stored?**

The National Library has produced a series of booklets giving advice on how to best protect and preserve your precious items. Subjects covered include photographs, books, artworks on paper, sound recordings and community archives. These booklets can be downloaded from their web site.

<http://www.natlib.govt.nz/services/get-advice/preservation/preservation-help>

See appendix for a list of suppliers of conservation storage materials.

### **How can I find a home for my archives?**

Having collected material on your career, company or organisation, there may come a point when you wish to hand this material over to a library or museum where it can be catalogued and made available for research purposes.

Each library or museum will have its own policy on what they collect. Most institutions usually focus on the region they are situated in, but will also accept collections of national significance. There are a number of issues you need to consider when depositing your material.

- How is the collection cared for?

Preservation standards vary widely depending on funding. Ideally you want your material to be placed in archival boxes to protect them from damage and deterioration, then stored in secure temperature and humidity controlled areas. Archival libraries and museums have the best standards of conservation.

- Will the material be kept forever?

It is a good idea to check the deposit agreement to ensure that material is offered back to the donor or to an archival institution if no longer required.

- Who will have access to the collection?

If your collection contains sensitive material, caveats can be placed around it to control who can access the material, or when it will be made available.

- Who owns the material?

Donation: Legal ownership of the archives is transferred to the library/museum, who then take responsibility for the ongoing care and access to the collection.

Deposit: Some organisations will take archives on deposit. The legal ownership remains with the depositing organisation. Deposits are normally accepted only for ongoing organisations.

The following is a selection of some of the major library and museum collections. You may also wish to contact your local library or museum.

#### **Film Archive – Film and Video Collection**

<http://www.filmarchive.org.nz/>

**ALL recordings of your dance performances should be regularly deposited with the Film Archive as a matter of policy. This is an easy way of ensuring a record of your work is preserved.**

Collects: features and short films, newsreels, documentaries, home movies, music videos, television programmes, commercials, experimental films and video art.

Any item deposited with the Archive remains the property of the depositor and the copyright for the material remains with the legal rights holders.

If you only possess a single copy of an item then the Film Archive will make a duplicate copy and return the original to you

Once items are deposited they are stored in secure, climate-controlled vaults and catalogued. Each new item is copied to create a 'master' from which digital files are made. DVD copies are then made available for viewing for all New Zealanders via the Archive's public access sites and public events.

Contact: Wellington, Geoff Rogers, Manager Acquisition (04) 384 7647  
Auckland (09) 379 0688

#### **Alexander Turnbull Library**

<http://www.natlib.govt.nz/atl>

The Alexander Turnbull Library is one of the safest places to deposit material. As it has very high conservation standards, and because it is owned by the Crown, material, once deposited, cannot be disposed of.

#### Manuscripts Collection

Collects: records of individuals and organisations of national and international standing.

#### Oral History Centre

Collects: interviews with people as well as recordings of talks, readings and events.

#### Printed Ephemera Collection

Collects: posters, programmes, pamphlets.

Concentrates on collecting material for the Wellington region, but also takes material from professional dance companies outside the Wellington region.

#### Photographic Archive

Collects: images of New Zealand and the Pacific from the 1850's to the present day.

#### Drawings, Paintings and Prints Collection

Collects: watercolours, drawings, sketchbooks, oil paintings and prints, including stage designs.

### **Other major libraries and museums**

#### 1. Hocken Collection, University of Otago

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

Collects: archives, ephemera, photographs, drawings and film. It collects widely in relation to the history and culture of New Zealand and Pacific, with an emphasis on Otago and Southland regions.

#### 2. Macmillan Brown Library, University of Canterbury

<http://library.canterbury.ac.nz/mb/>

Collects: archives that reflect a broad cross section of the community, both organisations and individuals.

#### 3. Auckland War Memorial Museum Library

<http://www.aucklandmuseum.com/232/museum-library>

Collects: a broad range of material, would be interested in material relating to community dance groups or dance society records.

#### 4. Canterbury Museum, Documentary Research Centre

[http://www.canterburymuseum.com/museum\\_highlights.asp?subcat=102](http://www.canterburymuseum.com/museum_highlights.asp?subcat=102)

Collects: photographs documents and records relating to Canterbury people, places and heritage.

#### 5. Auckland City Libraries, New Zealand Manuscripts Collection

<http://www.aucklandcitylibraries.com/aboutthelibraries/collections/Special-Collections/Manuscripts-and-archives-at-Special-Collections.aspx>

Collects: material relating to New Zealand and particularly Auckland, concentrating on performing arts, community groups and Maori.

Contact: Kate De Courcy or Iain Sharp Ph (09) 307 7758

## 6. Wellington City Archives

<http://www.wellington.govt.nz/services/archives/>

Collects: records relating to Wellington City Council, but also records of other organisations who have made a significant contribution to the life and development of Wellington.

### **Other options**

If you wish to keep hold of your material yourself, there are a number of new digital initiatives that can facilitate you to make information about the material you hold more widely available.

### **Aotearoa Peoples Network, and Kete**

<http://www.aotearoapeoplesnetwork.org>

The Aotearoa People's Network is part of the government's digital strategy. The aim of the project is to provide free access to broadband internet services through public libraries, so that people can access and create digital content. It is now available in 120 libraries throughout New Zealand, with a regional focus. Part of the project has been to provide customers with the ability to gather and digitise the stories of their communities through kete, a digital archive. This is an opportunity for the dance community to build their own digital archive of photographs, video recordings, and documents. So far thirteen libraries have joined up to Kete, if your library isn't part of this you could lobby for them to join.

For an example of what kete looks like see the Hamilton site

<http://ketehamilton.peoplesnetworknz.info/>

A number of Hamilton's community dance groups (Scottish Dancing Society, Square Dance) have input information on the history of their groups and included photos of their activities, and cultural organisations have input photos and information on community celebrations (Philippine Independence Day, Diwali).

### **The Community Archive**

[http://www.thecommunityarchive.org.nz/about\\_the\\_community\\_archive](http://www.thecommunityarchive.org.nz/about_the_community_archive)

Archives New Zealand has developed the Community Archive to enable individuals, organisations and communities to publish information about their collections. There is a web based administration module that you can use to enter information about you and your collection. The information is then made available for viewing through the web site. This is an opportunity for dance organisations, or individuals with substantial archival collections, to alert people to the archival material that exists for dance and raise the profile of dance in New Zealand.

## **APPENDIX**

Suppliers of conservation quality materials, recommended by the National Library

### **Conservation Supplies**

PO Box 646  
Warkworth 0941  
Phone: 09 425 7380  
Fax: 09 425 7385  
Email: [info@conservationsupplies.co.nz](mailto:info@conservationsupplies.co.nz)  
Website: [www.conservationsupplies.co.nz](http://www.conservationsupplies.co.nz)

### **Port Nicholson Packaging**

PO Box 38133  
Wellington Mail Centre  
Phone: 04 568 5018  
Fax: 09 568 5538  
Email: [sales@pnp.co.nz](mailto:sales@pnp.co.nz)  
Website: [www.pnp.co.nz](http://www.pnp.co.nz)

### **Spiral Path Book Studio**

Custom made boxes

7 Brussels Place  
Birkenhead  
Auckland  
Phone: 09 480 3185  
Fax: 09 480 3186  
Email: [spiralpath@xtra.co.nz](mailto:spiralpath@xtra.co.nz)  
Website: [www.spiralpath.co.nz](http://www.spiralpath.co.nz)

### **Triptych**

Custom made boxes

PO Box 16133  
Wellington 6242  
Phone: 04 970 0228  
Fax: 04 939 1228  
Email: [info@trptychconservation.co.nz](mailto:info@trptychconservation.co.nz)  
Website: [www.trptychconservation.co.nz](http://www.trptychconservation.co.nz)

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