

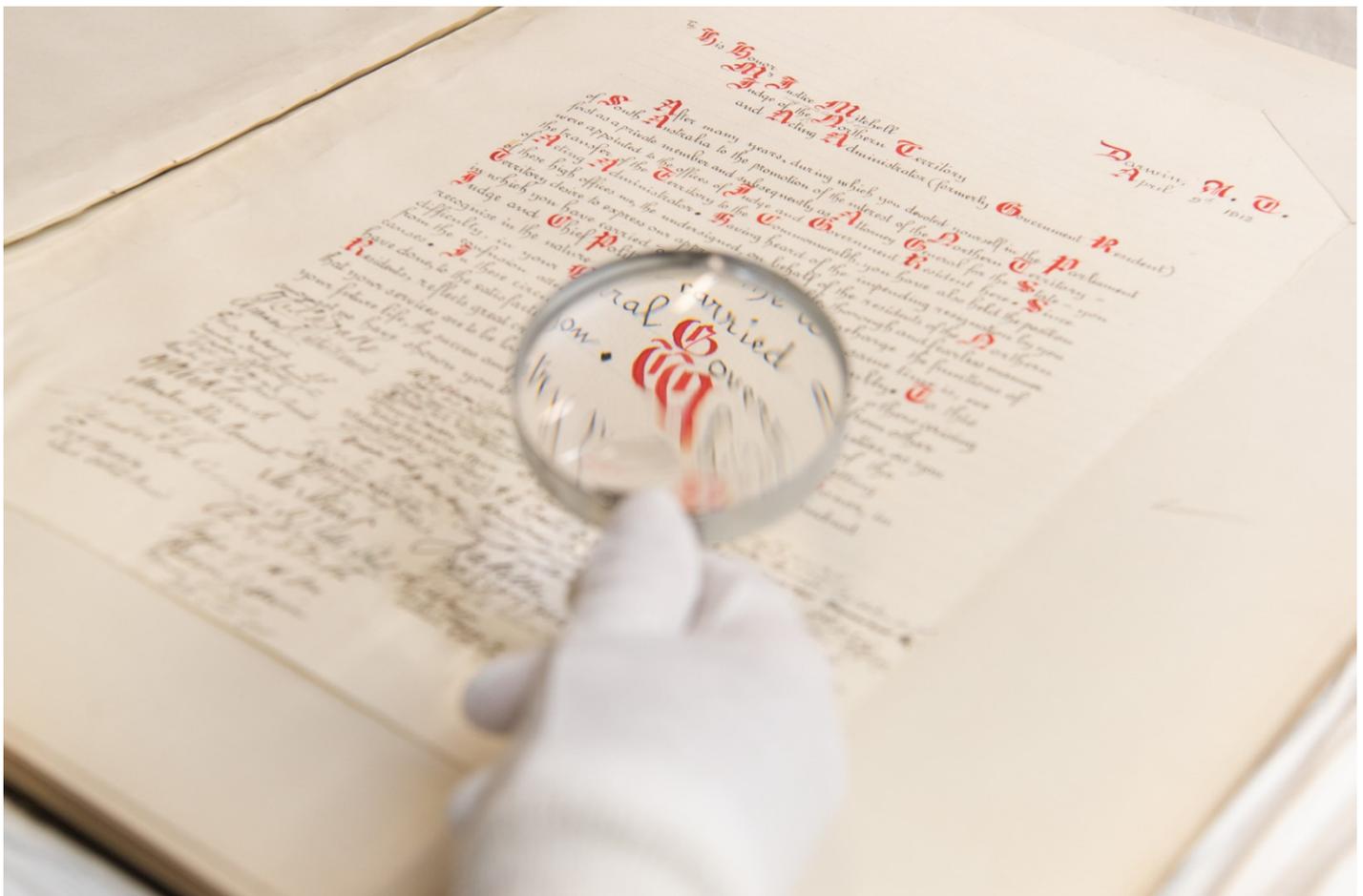
Collection Development Policy

Library & Archives NT



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Letter to Justice Mitchell, from Councillors and Citizens of Darwin, 9 April, 1912. LANT NTRS 324

Contents

1. Introduction	4
1.1. Collection History	5
2. Guiding Principles	6
3. Scope	7
4. Collections	9
4.1. Published Collection	9
4.2. Unpublished Collection.....	11
4.3. Government Archives	12
5. Future Collecting Priorities	14
6. Collecting Practices	15
7. Definitions	16

1. Introduction

Library & Archives NT (LANT) was established in September 2019 by the merger of the Northern Territory Library and the Northern Territory Archives Service, with a mission to “collect, preserve and share Territory history, culture and stories.”

The Territory has a long and rich tradition of stories and knowledge, much of which is embedded in the country itself and springs from Aboriginal cultures that stretch unbroken for more than 65,000 years. Alongside this deep history, visitors and settlers from the Macassans to Europeans to people from all over the globe have added their own stories.

The merger of the Northern Territory Library and the Northern Territory Archives Service provides LANT with the opportunity to collect across the full range of the Territory’s physical and digital documentary heritage, including published and unpublished materials as well as government archives. LANT has legislated collecting responsibilities for NT Government Archives under the *Information Act* Part 9, and for all materials published in the Northern Territory through the *Publications (Legal Deposit) Act*.

The main aims of the Collection Development Policy are twofold: (1) Guide the acquisition of collection materials by purchase, donation, legal deposit, and transfer from individuals, community groups and organisations, and government entities; and (2) Inform the community about LANT’s collecting rationale and focus.



LANT Manager Access & Information, Katherine Hamilton at the Archives Centre.

1.1. Collection History

The State Reference Library was established on 10 November 1980. In February 1991 the Library became the State Library of the Northern Territory. In January 1995 the Library moved to the new Parliament House and amalgamated with the Parliamentary Library to become the Northern Territory Library.

The Library has a strong record in the use of digital technologies to develop its collections and make them discoverable and accessible. In 1993 it began the large-scale digitisation of photographs, and the *Territory Stories* platform now contains more than 150,000 items including images, newspapers, maps, manuscripts, government publications and reports, as well as sound and video files.

The Northern Territory Archives Service (NTAS) was established in 1983 by a Cabinet Decision of the Northern Territory Government as the archival authority of the Northern Territory with three core responsibilities:

- (1) Promote efficient and economic management of government records,
- (2) Preserve and make available permanent value government records, and
- (3) Provision of archival services to non-government records.

The storage of Northern Territory government records was provided by the National Archives of Australia (then Australian Archives) from 1967 until the Northern Territory Archives Service was established. Executive responsibility for the archives function passed from the Commonwealth to the Northern Territory Government from 1 July 1982. The *NT Information Act 2002* strengthened the role of the Northern Territory Archives Service in relation to government records.

The oral history program began in the late 1970s in the Office of the Chief Minister and in 1983 was transferred to the Northern Territory Archives Service.



John McArthur's Notebook relating to Port Essington Settlement, 1838-1850. LANT NTRS 862

2. Guiding Principles

Focus

1. We will collect and care for the unique and varied documentary heritage of the Northern Territory.

Engagement

2. We will engage with government and community organisations and individuals about securing their documentary collections both for their own use and for the use of the broader community now and into the future.

Access

3. We will make our collections available, easy to discover and easy to use.

4. We will explore and find new ways to share and energise our collections so that they are relevant to the Northern Territory community and to the world.

5. We will honour and observe the access requirements specified under the *Information Act 2002* and by donors.

Creativity

6. We will encourage and support the community in the creation of new stories and knowledge about the Northern Territory and about its documentary heritage.

Stewardship

7. We will care for the documentary heritage of the Northern Territory and preserve it so that it is available for future generations.

Accountability

8. We will fulfil our statutory responsibilities under the Northern Territory *Information Act 2002* and *Publications (Legal Deposit) Act 2004*.

9. We will abide by our legal and ethical responsibilities and follow Australian and international standards, guidelines and protocols with particular reference to the Australian Government's *Australian Best Practice Guide to Collecting Cultural Material* (2015), and abide by legislation relating to moveable cultural heritage

10. We will abide by the Australian Society of Archivists (ASA) *Code of Ethics*, especially in relation to Sect. 3.1 Acquisition or Transfer of Records.

11. We will uphold the Australian Library and Information Association (ALIA) *Statement on Free Access to Information*.

12. We will adhere to the ATSLIRN (Aboriginal and Torres Strait Islander Library, Information and Resource Network) Protocols for Libraries, Archives and Information Services in relation to the treatment of Indigenous collections. Issues relating to access to these collections will be outlined in a separate Collection Access Policy We will also be guided by the principles and provisions of the Tandanya Adelaide Declaration adopted by the International Council on Archives Expert Matters Indigenous Group.

13. We will ensure that material copied or re-used from the Library's collection adheres to the requirements of the Commonwealth *Copyright Act 1968*.

3. Scope

LANT collects the documentary heritage of the Northern Territory, including items:

- about the Territory,
- written [created] by a Territorian or a Territory organisation,
- published in the Territory, including government publications,
- containing information that is significant to the Territory, or
- government archives produced by Northern Territory government departments and agencies.

LANT applies these criteria across its three main collections, namely the Published Collection, the Unpublished Collection and Government Archives.

Where reference is made to collecting items 'significant to the Territory', LANT will adopt a discretionary approach of selectively collecting materials in all formats which may not have content specific to the Northern Territory but which do have content relating to matters of interest to the Northern Territory, for instance in areas such as Indigenous policy, Australian history, politics, law, art history, tropical sciences, northern development, Timor Leste, South-East Asia, etc.

Where only part of a published or unpublished document is specific to the Northern Territory, LANT will collect a document if it contains a substantial amount relating to the Northern Territory. 'Substantial' can be discretionary but as a guide at least one chapter or 10% of the work.

Published Collection

LANT collects works from commercial, community, government and self-publishing sectors (books, periodicals, newspapers, maps, CDs and DVDs), whether that material is in print, audio-visual or digital formats, whether it is published in the Northern Territory, elsewhere in Australia, or in the world. Ephemeral publications (fliers, posters) from Northern Territory sources are also selectively collected.

Unpublished Collection

LANT collects materials such as personal and community archives, photographs, oral histories, personal recordings in film or audio, in hardcopy or digital formats. LANT selectively collects this type of material following an appraisal and assessment of its significance and heritage value.

Government Archives

LANT is the "Archives Service" as defined by the *Information Act 2002*, and is responsible for the transfer, management, preservation and provision of access to Territory Archives, which are records (in any format) of permanent value created by public sector organisations which are over 30 years old.

Language

LANT will comprehensively collect published Northern Territory materials in all languages and will selectively collect unpublished Northern Territory materials in all languages, basing its selection on an assessment of the material's heritage significance.

Exclusions

The following collections are out of scope of LANT's Collection Development Policy:

- Public library collections, and
- Parliamentary Library Service collections.

LANT does not collect:

- Art for its aesthetic significance, except where the artwork has documentary value or relates to an Unpublished Collection, and

- Realia (objects) for their heritage significance, except where the realia relates to an Unpublished Collection.

Collaborative Collecting

LANT is focused on collecting and preserving the Northern Territory's documentary heritage – current and retrospective, hardcopy and digital. LANT recognises that it is part of a wider network of many collecting organisations and values the need for a coordinated approach.

- LANT will actively participate in the coordinated management and sharing of content through the initiatives of representative bodies such as National and State Libraries Australia (NSLA), Council of Australasian Archives and Records Authorities (CAARA) and National Library of Australia (NLA). In particular, LANT collects websites and digital publications through the National Library's Pandora and National eDeposit (NED) programs.
- LANT recognises that the National Archives of Australia (NAA) has responsibility for collecting and preserving Commonwealth government records relating to the Northern Territory.
- LANT recognises that the National Film and Sound Archive (NFSA) has responsibility for preserving the nation's audio-visual heritage.
- LANT will work in collaboration with the Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) to support the acquisition and preservation of Indigenous language and related materials.
- LANT's collecting policies complement the collecting policies of other NT collecting institutions such as the Museum and Art Gallery of the Northern Territory (MAGNT), Charles Darwin University Library, the Batchelor Institute of Indigenous Tertiary Education, local public and community libraries and other smaller collecting institutions, recognising that the collecting interests of these organisations may intersect with those of LANT.

Access to the World

While LANT focuses its collecting activities on Northern Territory materials, it also supplements its collections by providing access to a much wider range of information including:

- Access to a range of external digital content, including ebooks, online newspapers and magazines and databases of journal articles.
- An inter-library loan service that enables Territorians to request library materials from across the country.
- Support for public libraries to build strong collections through the Library Resource Allocation, providing a Territory-wide lending collection.
- An active digitisation program, by which LANT makes as much of its printed and physical collections available online as possible through LANT's digital collections discovery platform *Territory Stories*. LANT will prioritise the digitisation of materials relating to the Territory, especially pictorial materials and other parts of the collection of wide community interest. We will focus also on materials that support our learning and exhibition programs.

4. Collections

The collections of LANT are divided into three main parts:

- Published Collection, consisting of books, periodicals, government publications, maps, ephemera and posters and audio-visual materials, as well digital media such as websites, social media and other born digital content.
- Unpublished Collection, consisting of personal and community archives, photographs and oral histories.
- Government Archives, consisting of official archives of NT Government public sector organisations created since self-government in 1978, as well some archives relating to the administration of the Territory created by previous governments including the South Australian colonial and state governments and the Commonwealth government.

4.1. Published Collection

LANT collects publications in a wide range of formats. It will collect and preserve items in the format that best represents the creation, content and consumption of the work. For example, for a commercially published work, that may be the printed book, or for commercially published video, that may be the DVD.

However, LANT also recognises that many publications are now frequently published in digital formats. Where the publication is published in print and digital formats, both formats will be collected if possible. If it is not possible to collect both formats, the digital format is preferred.

Books

Books are standalone textual or literary works made available to the public in either print or digital formats. LANT comprehensively collects books that are published in the Northern Territory, have Northern Territory content, or are written or created by a Northern Territorian. LANT will selectively collect books that may not have Northern Territory specific content but are significant to the Northern Territory in a range of areas, including Indigenous policy, Australian history, politics, law, art history, tropical sciences, northern development, Timor Leste and South-East Asia. The intent to selectively collect materials that are 'significant to' the Northern Territory can also be applied to other formats.

Periodicals

Periodicals are published at recurring intervals (including newspapers, scholarly journals, magazines, gazettes, newsletters, reviews, digests, yearbooks, etc.) and are made available in print or digital formats. LANT comprehensively collects periodicals that are commercially published in the Northern Territory, have significant Northern Territory content, or are by a Northern Territory organisation. More ephemeral types of periodical such as school and community newsletters are selectively collected.

Government Publications

Government publications are documents and information produced and published by government agencies. LANT will comprehensively collect government publications – both print and digital – published by Northern Territory government departments and statutory bodies, by Northern Territory local government authorities, and by Federal government departments and statutory bodies where the content is specific or significant to the Northern Territory. Although self-governing since 1978, at various times in the past the Northern Territory has been under the control of other jurisdictions, including New South Wales (1788-1963), South Australia (1863-1911), and the Commonwealth of Australia (1911-1978). LANT will collect government publications from these jurisdictions if the content is specific or significant to the Northern Territory.

Maps

LANT has substantial collections of printed maps with good coverage of topographical maps as well as representative collections of a range of thematic maps. LANT will continue to collect comprehensively printed maps with significant Northern Territory content. (It is worth noting that there are also major map collections in LANT's Government Archives.)

In recent years there has been a shift from producing printed maps to the compilation of digital spatial data that are then rendered into an electronic map using specific software. LANT will liaise with the appropriate relevant Northern Territory government departments about the long-term preservation of digital geospatial datasets and rendering software with a view to making this information discoverable and accessible.



L: *Department of Health Darwin New Leper Colony Site Plan*, 1 January 1953. LANT DA2207D.

R: *Maps stored at Northern Territory Archives Centre.*

Ephemera and posters

Ephemera is a term used to refer to transitory printed materials usually produced to convey timely topical information about an event or issue. Ephemera, including posters, are mostly printed on paper but might also include objects such as buttons and t-shirts. Ephemera can cover a range of issues from political, social protest, tourism, retail and community and cultural events and issues. It is unrealistic to attempt to collect ephemera comprehensively, so LANT has identified a number of topical areas – elections, commemorative, cultural and art events, tourism, social issues – in which it actively collects by utilising staff and public library resources as well as media and social media campaigns.

Audio-visual materials

Audio and video publications are an essential part of the Northern Territory's documentary heritage. LANT has a collection of mostly commercial products such as CDs and DVDs that also includes older commercial carriers such as audiocassette tapes and VHS recordings. LANT comprehensively collects all audio-visual material that is published in the Northern Territory, has Northern Territory content, has content that is significant to the Northern Territory, or is created by a Territorian.

Websites and social media

Increasing amounts of published and unpublished materials are now being created and circulated in digital formats, including websites and social media. With regard to websites, LANT currently participates in the National Library of Australia's Australian Web Archive program to collect and archive websites created in the Northern Territory. With regard to social media, LANT does not currently collect social media but will investigate processes and tools to support this collecting activity.



L: Searching the microfilm collection R: Preserving audio recordings through MP3 file conversion

4.2. Unpublished Collection

In the past, the Northern Territory Archives Service and the Northern Territory Library both collected unpublished materials. The Archives Service concentrated on community archives of individuals and organisations and the collection of oral history interviews of significant Territorians. The Library concentrated on collecting photographs, but in the process also collected unpublished materials such as manuscripts, realia (objects) and framed works. With the formation of LANT, the Archives Service's community archives and oral histories collections and the Library's manuscript, photograph, realia and framed works collections were combined into a single Unpublished Collection.

LANT will continue to develop its Unpublished Collection through the active acquisition of collections from individuals and organisations which have significant relevance to the history, culture and society of the Northern Territory.

Personal and Community Archives

Manuscripts refer to personal papers (letters, diaries, literary drafts, etc.) or organisational archives (meeting minutes, plans, correspondence, etc.) accumulated in the course of the life, work and activities of the individual or organisation. Such collections might contain a variety of formats including handwritten texts, audio-visual material, digital texts, etc. Collecting unpublished materials such as manuscripts is highly selective and LANT staff must establish the heritage significance of the item or collection including its provenance, its research and interpretive value, its historical value, and its relationship to other parts of the collection.

Photographs

Photographs are collected essentially for their documentary value, in that they provide evidence for the history and stories of the Northern Territory, most particularly for its people, places and events. LANT also collects photographs representing the work of both significant Northern Territory photographers, e.g. Paul Foelsche, Florenz Bleaser, and significant photographers who have occasionally worked in the Northern Territory, e.g. Max Dupain, Frank Hurley, where their photographs depict Territory subjects.

Oral histories

Human memories of people, places, events and ideas are often not preserved in documentary form. The recording of oral histories can often fill this gap in our knowledge. LANT records oral history interviews as part of an ongoing Oral History Program. Broadly speaking, the collection's focus is the Territory's social history, with an emphasis on the Second World War, Aboriginal history and culture, the public service, the pastoral industry, the development of regional centres, immigration, and life and culture in the towns and remote areas. The collection includes interviews with a diverse range of people about their Territory lives and experiences. To date about 3,000 interviews have been recorded, most of which have summaries and many have full transcripts.

The selection of oral history interviewees is based on an assessment of the significance of an individual's contribution to Territory life and society. The interview might address the life of the subject or might focus on their contribution to a specific event or activity.



LANT Collection Development Coordinator Charlie Ward carries out an oral history interview.

4.3. Government Archives

LANT has a legislative responsibility under the *Information Act 2002* as the "archives service" to transfer, manage, preserve and provide access to Northern Territory Government Archives.

Government Archives are official archives of Northern Territory Government public sector organisations (including government departments, local government councils and statutory authorities) created since self-government in 1978.

Government Archives also include archives relating to the administration of the Northern Territory created by previous governments, whose functions have since been transferred to the Northern Territory Government administration. These include the South Australian colonial and state governments which administered the Northern Territory between 1863 and 1911 and the Commonwealth government which administered the Territory between 1911 and 1978.

The Government Archives collection contains a variety of formats such as survey notebooks, police journals, cabinet records, mining registers, maps and plans, court records, correspondence and photographs.

Permanent records must be transferred into the custody of the Archives Service from public sector organisations when they reach 30 years of age, or earlier by arrangement with the Archives Service. Government records are appraised as having archival value through the development of records retention and disposal schedules which are jointly authorised by the Archives Service, the Records Service (Department of Corporate and Digital Development) and the Chief Executive of the responsible public sector organisation.



Records at the Northern Territory Archives Centre

5. Future Collecting Priorities

New Collections

LANT will develop a feasibility plan for a lending collection, which will focus on contemporary works that discuss issues of relevance to the ongoing development of the Northern Territory. 'Territory Futures' will be the working title for this collection, and its content will range across various topics – Indigenous culture and policy, creative industries, population studies, economic development, health issues, community development, urban and rural planning, infrastructure etc.

LANT will develop a feasibility plan for a lending collection of children's and young persons' books and other materials with a specific Northern Territory focus, in English, Indigenous and other community languages.

Indigenous Collections

LANT recognises Aboriginal people as the Traditional Owners and custodians of lands in the Northern Territory and acknowledges that there are distinct Aboriginal and Torres Strait Islander cultural differences, beliefs, values and languages. LANT strives to ensure that our collections of Aboriginal and Torres Strait Islander materials are inclusive and reflective of all perspectives.

Understanding Aboriginal culture and history is fundamental to understanding the Northern Territory story. LANT will recognise, share and promote Aboriginal and Torres Strait Islander peoples' knowledge, culture and history and ensure that our protocols regarding access to such materials reflect best practice and align with Indigenous Cultural and Intellectual Property (ICIP) rights, copyright and protocols. LANT endorses the Aboriginal and Torres Strait Islander Protocols for Libraries, Archives and Information Services.

Oral History Collection

LANT's collection of oral histories has been identified as a key resource for understanding and articulating Northern Territory history and identity. For this reason, LANT will look to expand the capacity of its Oral History Program through creating a range of community partnerships, with a view to addressing gaps in the representation of the Territory's diverse populations.

Focus on Regions

LANT has a mission to collect the documentary heritage for the whole of the Northern Territory. With this in mind, LANT has offices in both Darwin and Alice Springs and will actively seek to utilise formal government networks as well as informal social networks in order to facilitate the collection of documentary cultural materials representative of the cities, towns, settlements and remote areas of the Territory.

Websites

LANT will continue to develop its capacity to collect and archive Territory websites as part of its Legal Deposit responsibility. It will manage this by actively participating in the National Library's Australian Web Archive program.

Digital Government Archives

LANT currently manages the transfer, preservation and access to government archives. Most government records are now produced in digital format and there will be an increasing need to collect and preserve these digital records as part of the Territory Archives.

6. Collecting Practices

LANT will continue to use traditional methods of collecting the Northern Territory's documentary heritage in all formats, but it will also investigate new methods of collecting, especially in relation to digital formats.

Purchase

For new publications, LANT will monitor publisher alerts, book reviews and the periodical literature and will act on recommendations from the community and from staff. The organisation will regularly monitor the Libraries Australia database and select websites for new publications. For out-of-print publications, LANT will regularly monitor select bookselling and vendor sites for Northern Territory significant material and will develop relationships with commercial vendors so that significant Northern Territory material is noticed.

Donation

The generosity of members of the community in donating unpublished personal and community archives, photographic and audio-visual materials of high heritage and research significance is a critical resource for LANT collections and requires strong and respectful relationships with creators and donors. Materials relating to special topics and events (e.g. COVID-19) can be proactively collected through media and social media campaigns. All categories of published materials can be acquired by donation. In particular, out-of-print publications are frequently offered to LANT and are a major source of rare published materials. Increasing amounts of published and unpublished materials are now being created and circulated in digital formats, including websites, apps, games, social media, photographs, text documents, audio, video, etc. LANT will be proactive in collecting born digital formats by enhancing the processes and tools to support this collecting activity.

LANT will endeavour to carry out appropriate and reasonable due diligence for materials offered for donation including determining its provenance and ensuring clear title to ownership.

All donations are permanent gifts to the collection and LANT will not accept donations of material as a permanent loan. LANT reserves the right to catalogue, store, conserve, provide access to and reproduce all donated material at its absolute discretion and in accordance with copyright legislation.

Legal Deposit

The Northern Territory *Publications (Legal Deposit) Act 2004* sect.7(1) requires the publisher of a new publication published in the Northern Territory to deposit a copy with LANT. The Act describes a broad range of published documents including books and other printed materials as well as information recorded by means of recording devices, computers, or other electronic devices, thus including commercially published DVDs and CDs as well as digital publications. The *Publications (Legal Deposit) Act* is also the basis for the collection of digital resources such as websites (through the National Library's Australian Web Archive program) and digital publications (through the National Library's National eDeposit or NED program).

Government Archives

The transfer of government archives to the Archives Service follows the sentencing of records by government agencies against an approved records retention and disposal schedules. A records retention and disposal schedule is jointly authorised by the Archives Service, the Records Service (Department of Corporate and Digital Development) and the Chief Executive of the responsible public sector organisation. The disposal schedule identifies records of permanent value that are required to be transferred to the Archives Service. LANT works with government agencies and across government records forums to promote the development of disposal schedules and the benefits of the transfer program.

7. Definitions

Archives

Records of organisations and individuals that have been selected for indefinite retention on the basis of their continuing value for legal, administrative, financial or historical research purposes.

Born Digital

Refers to documents that originate in a digital form. Moreover, born digital documents will often never have a physical counterpart, so they will be sourced digitally, stored and preserved digitally, made accessible digitally, and consumed digitally.

Collecting levels

- (1) Comprehensive: collecting to an exhaustive level as far as is possible and includes exhaustive collecting of published materials and very extensive collecting of unpublished materials in all formats. A comprehensive collection serves as a national and international resource.
- (2) Selective: collecting to introduce and define a subject. In the context of LANT selective collecting might occur in areas of interest significant to the Northern Territory, such as Indigenous policy, history and culture, Australian history, politics, law, art history, tropical sciences northern development, Timor Leste, South-East Asia, etc.

Document is an object containing analogue or digital informational *content* and is also the *carrier* on which that content resides. The content may comprise text, diagrams, drawings, pictures, photographs, moving images, and/or sounds. The carrier may have important aesthetic, cultural or technical qualities.

Documentary heritage comprises single documents or collections of documents that are of significant and enduring value to a community, a culture, or a territory. The deterioration or loss of this documentary heritage would be a harmful impoverishment.

Legal deposit is a statutory provision which legally obliges commercial and private publishers to deposit copies of their publications in the library of the territory or state of publication as well as the National Library of Australia. In the Northern Territory legal deposit is mandated by the *Publications (Legal Deposit) Act 2004*.

Government archives are official archives of public sector organisations (as defined in the *Information Act 2002*), including government departments, local government councils and statutory authorities. The *NT Information Act 2002* defines an archive as a "record of permanent value that forms part of the Territory Archives."

Government publications are documents and information produced and published by the three levels of Australian government, by government departments, and by government organisations. They include parliamentary publications, legislation, policy documents, discussion documents, statistics and reports. *Government publications* differ from *Government archives* in that the former are *published*.

Northern Territorian or Territorian is defined as someone who identifies with the Territory or has made a significant contribution to the Territory's community and society.

Northern Territory is defined as being the present jurisdiction – that is the area bound by parallels 129°E (NT-WA), 26°S (NT-SA), 138°E (NT-Q), and the north coast including a number of islands in the Timor Sea, the Arafura Sea and the Gulf of Carpentaria.

Permanent records

The NT *Information Act 2002* defines a permanent record as "a record of permanent value to the Territory."

Published means making a document publicly available by printing it or producing it by some other method and then issuing it to the public by means of some form of carrier or through an electronic (e.g. radio) or digital platform (e.g. Internet).

Record

The NT *Information Act 2002* defines a record as "recorded information in any form (including data in a computer system) that is required to be kept by a public sector organisation as evidence of the activities or operations of the organisation, and includes part of a record and a copy of a record."

Significance (or Cultural Significance)

Refers to the aesthetic, historic, scientific, social or spiritual value for past, present or future generations. Significance as applied to cultural artefacts such as documents is assessed following the method set out in *Significance 2.0: a guide to assessing the significance of collections* (Collections Council of Australia, 2nd edition, 2009).

Social media comprises applications that enable users to create and share content or to participate in social communication and networking.

Territory Archives

The NT *Information Act 2002* defines Territory Archives as "records held on behalf of the Territory by the archives services."

Unpublished materials are materials that have not been *published* according to the definition given above. Unpublished materials usually derive from personal, family, community organisation or corporate records and might consist of papers, photographs and audio-visual recordings as well as *born digital* materials such as text, image, audio and video files.

Website is a set of related web pages located under a single domain name, typically produced by a single person or organisation and often devoted to a specific activity or topic.