

**ROYAL UNITED SERVICES INSTITUTE OF NEW SOUTH WALES
Incorporated**

BY-LAW 2

**MANAGEMENT AND USE OF
THE URSULA DAVIDSON LIBRARY**

In accordance with the power vested in it under the Institute's Constitution clause 21 (5), the Council of the Institute enacted the following by-law on 10 April 2006 and amended it on 12 February 2007, 29 January 2008, 15 June 2009, 12 October 2009, and 14 July 2014.

With respect to the Ursula Davidson Library (the Library), the following rules shall apply.

PART 1 – PRELIMINARY

Name

1. The name of the Library is the Ursula Davidson Library and is named in honour of Mrs Ursula Davidson, OAM, who was the Institute's Librarian from 1942 to 2005.

Nature and Purpose

2. The Library, which was established in 1888, is a public library specialising in defence and security literature.
3. It is owned and operated by the Royal United Services Institute of New South Wales Incorporated (the Institute), which seeks to promote informed debate on, and improve public awareness and understanding of, defence and national security.
4. The purpose of the Library is to further the aim of the Institute by contributing to the fulfilment of the following functions:
 - (1) assisting its members and other people to maintain their awareness of contemporary defence and security issues;
 - (2) contributing to the continuing professional education of members and other people who are professionally active the defence and security community [which includes: public officials; academics; defence, intelligence, customs and police service personnel; and defence science and industry personnel];
 - (3) promoting, within the wider Australian community, awareness and informed understanding of contemporary defence and security issues;
 - (4) investigating, researching and analysing significant issues of contemporary public policy related to Australia's defence and security and informing government, the defence community and the wider Australian community of its findings; and
 - (5) encouraging and facilitating the study of, and research into, contemporary and historic wars and military campaigns, issues related to defence and security policy, and military art, science and technology, with a view to better informing present and future policy and practice.

PART 2 – COLLECTION POLICIES

Acquisitions

5. The Library began acquiring books, manuscripts and battle maps in 1888. Its collection of more than 20,000 books and items related to defence and security matters generally, and to Australia and its region more specifically, now includes works dating from the late 18th century up to the present day.

6. The Council of the Institute wishes to further develop the Library's collection of historic and contemporary books and documents related to defence and security, with emphasis on Australia's region and military campaigns in which Australia has participated. To this end, contemporary works will be added to the collection on a regular on-going basis and historic works will be added as they become available.
7. The principal criteria for the selection of works to be added to the collection are:
 - (1) the relevance of the work to defence and security generally and to Australia's interests more specifically;
 - (2) the extent to which the work fills a significant gap in the current collection;
 - (3) whether an Institute special interest group has requested that the work be acquired to aid its research;
 - (4) the need for additional copies of a work, given likely user demand and/or the need to retain a specially conserved reference copy;
 - (5) the state of preservation of the work;
 - (6) if the work duplicates a work already held, whether the proposed acquisition is in a better state of preservation than the corresponding work already held;
 - (7) space limitations, if any, in the Library; and
 - (8) budgetary priorities and limitations.

Preservation, Maintenance and Care of the Collection

8. With works in the collection now up to 225 years old, a regular programme of repair and maintenance of works in the collection has been in place for many years. The current priorities for the care of the collection are:
 - (1) maintaining the computer-based catalogue and its availability on-line;
 - (2) controlling access to and handling of historic works to contemporary standards;
 - (3) enhancing the on-going repair and maintenance programme; and
 - (4) providing storage conditions for the historic works which conform to contemporary standards.

De-accessioning and Disposal

9. Works are not to be de-accessioned or disposed of without the approval of the Library Committee.
10. Where more than one copy of a work is held and space limitations dictate, the best preserved copy is to be retained and other copies may be de-accessioned and disposed of as provided at clause 11.
11. Works selected for disposal may be offered to other public libraries that specialise in defence and security matters, or offered for sale. Any monies raised from the sale of works are to be added to the Institute's General Fund (clause 14 refers), or, in the case of works purchased by the Library Gift Fund (clause 16 refers), to that fund.
12. Any work selected for de-accessioning and disposal that has been donated to the Library under the Cultural Gifts Program is not to be returned to the donor, as the donor has already received the benefit of a tax deduction for the donation.

PART 3 – MANAGEMENT AND FINANCES

Library Committee

13. Management of the Library is to be the responsibility of a Library Committee.
 - (1) **Terms of Reference.** The Library Committee is to:
 - (a) develop policy for the Library and recommend it to the Council for adoption;

- (b) implement the management and maintenance policy of the Library, within the budget allocated to it each year by the Council, and to initiate corrective action where warranted;
 - (c) purchase books and periodicals for the Library consistent with the approved policy and the allocated budget; and
 - (d) conduct a stocktake of the Library's holdings as required by the Council from time to time and to report thereon to the Council.
- (2) **Membership**
- (a) The Management Committee is to consist of not more than six members, at least two of whom are to be councillors of the Institute and at least three of whom are to be regular users of the Library and its services.
 - (b) The Institute's Council is to appoint the Library Committee. The Council is to appoint the Library Committee's chair and deputy chair from among the councillor members.
- (3) **Rules and Procedures**
- (a) The Library Committee is a committee of the Council and is to conform to the Institute's Constitution as it applies to committees of the Council and to this by-law.
 - (b) A quorum is to consist of a councillor and 2 other members.
 - (c) The Library Committee may establish such other procedures that are not inconsistent with the Constitution of the Institute and this by-law as may be desirable and convenient for the effective and efficient discharge of its duties.

Core Funding

14. The Library is to receive its core funding from the Institute's General Fund as an annual allocation to cover:
- (1) salaries and routine operating expenses;
 - (2) repairs to, and conservation and maintenance of, the collection;
 - (3) purchase of equipment; and
 - (4) purchase of books, journals, videos, DVDs and the like related to defence and security, subject to none of the annual allocation for such purposes being expended on recreational fiction or non-fiction.

User Fees

15. (1) Provision of the following Library services is to attract user fees:
- (a) use of the Library by non-members;
 - (b) use of the Library after regular hours of operation [clauses 18 and 19 refer];
 - (c) overdue borrowings;
 - (d) compensation for a lost borrowing; and
 - (e) photocopying.
- (2) The fees to be charged for each of the services at sub-clause (1) are to be set by the Executive Committee from time to time.

Gift Fund

16. There is a special gift fund, established by the Council, known as the Royal United Services Institute of New South Wales Library Gift Fund (the Fund). The Institute has been granted Australian Taxation Office endorsement as a deductible gift recipient (DGR) with respect to its public library. The DGR status had effect from 1 July 2006. As a consequence, the Fund is eligible to receive income tax deductible gifts.
- (1) The Council's Executive Committee is responsible for soliciting gifts for the Fund and the Council's Finance Committee is responsible for the management of the Fund.
 - (2) Monies gifted to the Fund may be expended on:

- (a) repairs to, and conservation and maintenance of, the collection; and
- (b) purchase of books, journals, videos, DVDs and the like relevant to defence and security.

No Gift Fund monies may be expended on recreational fiction or non-fiction.

- (3) Monies gifted to the Fund are to be expended by the Finance Committee on the recommendation of the Library Committee and as approved by the Council.
- (4) If the Gift Fund is wound up or if the endorsement of the Fund as a DGR is revoked, any surplus donations remaining after payment of liabilities attributable to it are to be transferred to a fund, authority or institution to which income tax deductible gifts can be made. It is noted that the Royal United Service Institute of Victoria Incorporated Library Gift Fund is one such DGR

PART 4 – USE OF THE LIBRARY

Public Library

- 17. The Library is a public library and is for the use of members of the Institute and the general public.

Hours of Operation

- 18. The regular hours of operation are 11.00 a.m. to 3.00 p.m. Monday to Thursday.
- 19. Arrangements can be made with the Librarian to undertake study and/or research in the Library outside of these regular hours. Such use attracts a fee [clause 15 refers].

Borrowing

- 20. Except in the case of approved inter-library loans and subject to clause 22, books *etc.* may be borrowed by members of the Institute only.
- 21. The standard period of loan is one calendar month, but may be extended at the discretion of the Librarian when there is no waiting list for the borrowing. Overdue and lost borrowings attract a fee [see clause 15 above].
- 22. Books *etc.* published prior to 1939 and books designated as “reference books” may not be borrowed, except at the discretion of the Librarian.
- 23. The Committee, at its discretion, may withdraw borrowing privileges from persons who abuse these privileges.

Bryn Evans
Secretary and Public Officer