

**ROYAL UNITED SERVICES INSTITUTE FOR DEFENCE AND SECURITY STUDIES,
NEW SOUTH WALES, INCORPORATED (the Institute)**

BY-LAW 2

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

The Board of the Institute made this By-Law on 29 August 2017, in accordance with the power vested in it under clause 21 (5) of the Institute's Constitution. This By-Law rescinds and replaces By-Law 2 that was made by the former Council of the Institute and last amended on 11 August 2014.

This By-Law sets out the rules that shall apply with respect to the operation and management of the Ursula Davidson Library (the Library).

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 1889, is a public library specialising in defence and security issues.
3. The Library is owned and operated by the Institute that seeks to promote informed debate on, and improve public awareness and understanding of, defence and national security.
4. The Library collection has been assessed as one of national significance.
5. The Library collection consists of books, maps, journals, pamphlets, videos, DVDs, paintings, prints, documents, artefacts and other historical records.
6. 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 members of the public to maintain their awareness of contemporary defence and security issues;
 - (2) contributing to the continuing professional education of members and members of the public who are professionally active in the defence and security community;
 - (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 defence and security policy and practice.

PART 2 – COLLECTION POLICIES

Acquisitions

7. The Library began acquiring books, manuscripts and battle maps in 1889. Its collection relates to defence and security matters generally.

8. The Board of the Institute wishes to 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.
9. 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

10. The current priorities for the preservation, maintenance and 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 of the collection; and
 - (4) providing suitable storage conditions for historic works that conform to contemporary standards.

De-accessioning and Disposal

11. Works are not to be de-accessioned or disposed of without the approval of the Library Committee.
12. 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.
13. Works selected for disposal may be offered to other 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, or in the case of works purchased by the Library Gift Fund (clause 17 refers), to that fund.
14. 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

15. Operation and 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 operation of the Library and recommend it to the Board for adoption;
 - (b) develop and implement a preservation, maintenance and care policy of the collection, within the budget allocated to it each year by the Board, 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 Board from time to time and to report thereon to the Board.
- (2) **Membership**
- (a) The Library Committee is to consist of not more than six members, at least two of whom are to be Members of the Board of the Institute and at least three other persons who may or may not be members of the Institute;
 - (b) The Institute's Board is to appoint the Library Committee. The Board is to appoint the Library Committee's chair and deputy chair from among the Board members.
- (3) **Rules and Procedures**
- (a) The Library Committee is a committee of the Board and is to conform to the Institute's Constitution as it applies to committees of the Board and to this by-law.
 - (b) A quorum is to consist of a Board member and two 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.

Funding

16. The Library is to receive its funding from both the Institute's General Fund and the Library Gift Fund (see clause 17) as an annual allocation to cover:
- (1) salaries and honorariums for staff working in the Library;
 - (2) routine operating expenses;
 - (3) repairs to, conservation and maintenance of the collection;
 - (4) purchase of equipment associated with the operation of the Library; and
 - (5) purchase of books, journals, maps, documents, and videos, DVDs etc. related to defence and security issues.

Library Gift Fund

17. The Institute has established a Library Gift Fund and has been granted Australian Taxation Office endorsement as a deductible gift recipient (DGR) with respect to its public library, with effect from 1 July 2006. As a consequence, the Fund is eligible to receive income tax deductible gifts of \$2 or more.
18. The Board is responsible for soliciting donations for the Library Gift Fund and for the management of the Fund. Expenditure of monies gifted to the Fund is to be approved by the Board.
19. Monies gifted to the Library Gift Fund may be expended on:
- (a) repairs to, conservation and maintenance of, the collection;
 - (b) purchase of books, journals, maps, documents, videos, DVDs etc. relevant to defence and security issues;
 - (c) salaries and honorariums for staff working in the Library;
 - (d) any other item associated with the operation of the Library.
20. If the Library 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.

User Fees

21. (1) Provision of the following Library services is to attract user fees:
- (a) research of the Library collection by non-members;
 - (b) use of the Library after regular hours of operation [clause 23 refers];

- (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 Library Committee.

PART 4 – USE OF THE LIBRARY

Public Library

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

Hours of Operation

23. The regular hours of operation are 10.00 a.m. to 4.00 p.m. Monday to Thursday.
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25. Arrangements can be made with the Librarian/Library Manager to undertake study and/or research in the Library outside of these regular hours. Such use may attract a fee pursuant to clause 21.

Borrowing

26. Subject to clause 25, books *etc.* may be only borrowed from the Library by members of the Institute. This requirement shall not apply to approved Inter-Library-Loans.
27. The standard period of loan is one calendar month, but may be extended at the discretion of the Librarian/Library Manager when there is no waiting list for the borrowing. Overdue and lost borrowings attract a fee [see clause 21 above].
28. Books *etc.* published prior to 1939 and books designated as “reference books” may not be borrowed, except at the discretion of the Librarian/Library Manager.
29. The Committee, at its discretion, may withdraw borrowing privileges from persons who abuse these rules.

John Rudd

Secretary