

LIBRARY BOARD OF VICTORIA



STATE LIBRARY OF VICTORIA 2001-02



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The State Library of Victoria

The State Library of Victoria is one of the oldest cultural institutions in Australia and from 1856 has served the people of Victoria as a centre for scholarship and learning.

The Library creates a knowledgeable society by:

- collecting, preserving and making available Victoria's recorded heritage and providing access to the world's information resources
- developing the state network of information resources and libraries
- promoting the world of ideas and the culture and heritage of the state.

As the custodian of Victoria's documentary memory, the Library is continually expanding the State Collection through purchase, donations, bequests and the legal deposit of items published in Victoria. It also holds a number of very significant heritage collections including the Australian Manuscripts Collection, the Picture Collection, and Rare Printed Collections. The Library provides access to its collections through its reading rooms, staff expertise and the development of technology-based programs that harness the power of the Internet to bring the information resources of the Library to all Victorians.

Creating a culture of lifelong learning is fundamental to the Library's purpose. Exhibitions in the Keith Murdoch Gallery display treasures from the Library's collections, while the permanent galleries in the Dome, due to open in 2004, will celebrate the history of Victoria and of the written word. Grand spaces like the La Trobe Reading Room in the Dome and the Redmond Barry Reading Room (formerly McCoy Hall) are being refurbished to meet the needs of contemporary users. The magnificent Queen's Hall will become one of Melbourne's leading cultural venues, while the Stawell Gallery will house the Library's art collection, allowing it to be viewed by the public for the first time since the 1870s.

The Library's commitment to lifelong learning is also evident through the hosting of talks, seminars and training workshops on a wide variety of subjects. Writers on the Road takes leading authors to their audiences in local libraries across the state. The Australian Centre for Youth Literature runs programs in Melbourne and regional centres to encourage a reading culture for young people. Schools programs, seminars, training workshops, and specialist courses for genealogists and family historians help develop people of all ages.

Key thinkers stimulate debate about the future of Victoria at the annual Redmond Barry and Stephen Murray-Smith lectures, and world leaders explore global issues at the biennial Keith Murdoch Oration. Every year the Library celebrates the best in Australian writing through the Premier's Literary Awards.

New technology is increasing the Library's ability to help build an innovative society. The Library has digitised more than 175,000 images from its collection to the Pictures Catalogue. Gulliver, a purchasing consortium of public libraries, gives users throughout the state online access to a range of journals, books, newspapers, statistics and reports. The Library's community network, VICNET, provides Internet connections for all Victorian public libraries, has trained over 75,000 Victorians through its Skills.net programs, and has pioneered multilingual access to online resources through the Open Road Web site.

Experimedia, a new space, will ensure that the creative and innovative role of the Library will continue. By engaging emerging technologies and new media, readers, artists and innovators will create the Library of the future in the grand spaces of the past.



An interior view of the Dome shortly after the installation of the skylights

Mission

CREATING A KNOWLEDGEABLE SOCIETY

The State Library of Victoria will help to create a knowledgeable society by:

- collecting, preserving and making available Victoria's recorded heritage and providing access to the world's information resources
- developing the state network of information resources and libraries
- promoting the world of ideas and the culture and heritage of the state.

Vision

By the year 2004 the State Library of Victoria will have grown in recognition as a world-class cultural resource at the heart of an excellent statewide library and information network, accessible to all Victorians and presenting Victoria to the world.

Values

ACCESS TO INFORMATION

We believe that access to library and information services is fundamental to the development of individual human potential, economic development and the advancement of civilisation and democracy.

CUSTOMER SERVICE

We strive for service excellence in meeting the diverse needs of the Library's users, based on the skills and expertise of our staff.

BUILDING KNOWLEDGE

We believe that libraries must be active in the development of their collections, in support of scholarship, which adds value to the collections, and in the implementation of technology to ensure that access to those collections will be available to all.

RESPECT

We respect the individuality and integrity of each user and each member of staff, and foster an environment in which free inquiry, creativity, productivity and individual responsibility are encouraged, recognised and rewarded.

TEAMWORK

We, the employees and Board members of the State Library, will work as a team to support our users.

A NETWORKED FUTURE

We believe that cooperation, networking and sharing of resources among all information providers is essential to maintaining excellence in meeting future user needs.

LIFELONG LEARNING

We believe that we must promote lifelong learning for our users and our staff.

President's Report

Now well into my third year as President of the Library Board of Victoria, I am pleased to report on the year 2001–02. At long last, the State Library of Victoria's building program has moved into its final stages. While its impact on the Library's users and on the staff will continue and, for a while, may even increase, we can still look forward to important milestones in the year ahead.

To underline the Library's important progress towards those milestones, the 2001–02 year ended on 30 June with our first Dome Open Day, an opportunity for visitors to admire, amidst the remaining building works, the splendour of the Domed Reading Room. We were moved and delighted by the public's enthusiasm for this opportunity, and our staff took great encouragement from it. It was, truly, a historic day for the people of Victoria and the city of Melbourne. This treasured reading room, which has inspired generations of users for almost a century since it first opened, will re-open in 2003. It will be renamed the La Trobe Reading Room in recognition of the 19th-century Victorian Governor Charles Joseph La Trobe, and to honour the contribution the La Trobe Library staff have made to the study of Australian history and culture.

As the thousands of visitors to the Dome Open Day would have noticed, the Domed Reading Room has been significantly transformed. With a 12-month program of asbestos removal now behind us, the skylights have been installed in the Dome, the walls are newly plastered and painted, study and scholars' facilities are being installed around the reading room itself, and exhibition galleries are being built into the annulus that previously housed the book stacks.

It is especially pleasing to report that the State Library staff have continued to provide a full suite of services throughout this period, even as two new spaces have neared completion around the Trescowthick Information Centre at the heart of the Library. The new areas are the Arts Reading Room and a new multimedia area to be known as Experimedia. Not only will these spaces open during 2003, but so will the Library's second major reading room, the Redmond Barry Reading Room, and its associated galleries for the special collections.

Since our collegiate institution the National Gallery of Victoria has occupied some of these spaces since 1999, I wish to acknowledge our pleasure in being their 'hosts'. Although their presence has delayed the Library's occupation and thus limited our public services, we have enjoyed our close association, and have welcomed the benefits of a close relationship with the Gallery Trustees and their staff. We wish the NGV well as it prepares for its new gallery at Federation Square and, thereafter, for its return to its re-created premises on St Kilda Road.

A highlight in the Library's calendar was the inaugural Keith Murdoch Oration presented by Rupert Murdoch AC in October 2001. The oration resulted in wide media and political interest in the speaker's theme: the importance of knowledge creation to Australia's future, and the imperative role that universities must play. Entitled 'The Human Wealth of Nations', the oration challenged Australian governments to fund higher education at internationally competitive levels or see Australia 'risk irrelevance' as a 21st-century society. The oration, which took place during a formal dinner attended by the Premier of Victoria, the Hon. Steve Bracks MP, and representatives of many of Australia's leading businesses and corporations, was also a major fundraising success for the Library's Foundation.





*The Hon. Steve Bracks MP,
Premier of Victoria, at the
2001 Murdoch Oration*

The Library has continued to provide national and statewide leadership in important areas. It introduced its first online reference services, and its Chief Executive Officer, Frances Awcock, assumed responsibility for the secretariat and chairmanship of the Council of Australian State Libraries (CASL). VICNET's expertise and continuing popularity at home and abroad has attracted significant financial support from federal and state government sources beyond the recurrent budget allocation. This has helped us to work towards the creation of a learning society by widening and deepening access to the world's information resources.

The Library Board is most grateful to its growing network of sponsors and donors, as it is to the generous benefactors who donate important items for our collection. As President I am particularly grateful for the Library Board members' contribution of time and expertise. It has been a year of change at Board level, and I want to thank those members whose terms on the Library Board have expired, namely Prue Digby, John Funder AO and Richard Travers. During the year the Board has welcomed new members Susan Halliday, Glenn Mescher and Vicki Williamson and, more recently, Terry Cutler, Catherine Dale and Kevin Quigley. My particular thanks go to those Board members who have chaired its committees – Andrew Lemon (Collections Committee), Julian Stock (Chair of the Finance and Audit Committee, member of the VICNET Committee) and Patricia O'Donnell (Library Network Committee). A special thanks goes to Julie Ann Cox for her dedicated chairing of the Foundation over five years, and a welcome to the Foundation's new Chair, Stephen Kerr.

In a year of ongoing change at Board and senior management level, the most significant change was the decision of the Chief Executive Officer and State Librarian Frances Awcock to retire from her position at the end of November 2002. Mrs Awcock has worked tirelessly with zeal, skill, and love to lead the Library through a demanding five years, and has consistently set the highest standards for her colleagues and staff to follow. On behalf of the Board I thank her for her service and wish her well in her retirement. The Board has begun an international search for Mrs Awcock's successor to lead us into the next era of the Library's growth and development, particularly as we prepare for our 150th anniversary in 2004.

I wish also to acknowledge the important contribution made by the staff of the State Library of Victoria throughout the course of the year. The public has come to expect and receive high standards of service from them.

As trustees for the people of Victoria we welcome the role the State Government and the Premier, the Hon. Steve Bracks MP, have played in enabling us to fulfil the Library Board's legislated charter. We thank the Minister for the Arts, the Hon. Mary Delahunty MP, for her advocacy and understanding of the State Library's needs, vision, and aspirations. And we are grateful to Penny Hutchinson who, as Director of Arts Victoria, has continued to provide wise counsel and promote awareness within the Government of the vital importance we attach to preserving the State Collection and to funding the programs for the public that will unfold as the new reading rooms and spaces open in 2003.

Sam Lipski AM
President



*Members of the public
exploring the Dome at the
Library's Dome Open Day*

Chief Executive Officer's Report

The past twelve months have, as I recorded last year, 'seen continuing progress towards the full renaissance of the State Library of Victoria'. The President has conveyed much of this in his report. The importance of the building program, however thrilling it might be to see it coming to completion, lies not in the bricks and mortar exercise itself, but in the capacity it gives the Library to reach out and to offer new programs through modern facilities. Most of the challenges we face are those connected with managing to improve and expand our services with scarce resources. The way we have tried to meet these challenges forms the substance of this annual report.

On an international level, the work of the State Library of Victoria continues to be recognised. We are moving towards a closer relationship with the National Library Board of Singapore and have sent our first staff member there to work with her counterparts on shaping a formal memorandum of understanding between our two libraries that will result in sharing expertise, knowledge and experience. Many staff have provided leadership at international, national and state level, with important contributions to the growing field of information literacy and online reference services, to library buildings and facilities, and to community networking in particular.

The pioneering work of VICNET has extended even further, connecting many disparate communities to the Internet and training them to use it effectively. VICNET's Skills.net project has trained 77,000 people, almost reaching its target of 80,000 members by June 2003 with 12 months to spare. New project funding was obtained for VICNET amounting to \$1 million (in four projects) from the Commonwealth Government through Networking the Nation, and \$1.2 million (in three projects) through Multimedia Victoria. In addition VICNET had a record sales year, thus stabilising its position as an Internet Service Provider to community groups and others. This is an outstanding result, with the work continuing to excite international and national interest and key staff being invited to speak overseas and interstate at conferences. I, too, have spoken at two such conferences, one in Boston, the other in Singapore.

A major achievement for the Library has been the successful implementation of the new collection management system, Voyager. Voyager makes our catalogue available via the Internet, meaning it is easily accessible from anywhere at any time. New databases for Australiana Indexes and Victorian Government Publications are available for the first time for Library users to search online. A significant service enhancement through Voyager is its capacity to allow users to order material online for pickup in the Library at any nominated time and date. This has been a very popular feature as it saves users time and reduces queues. It has also meant the Library has been able to extend the previous five-day service to seven days per week, resulting in a significant increase in requests for items. For the first time in five years, the number of items customers can request at a time was not reduced during busy periods.



The Library has also made a substantial leap forward with its introduction of Internet Protocol (IP) Telephony to replace the former PABX telephone system. This will save the Library significant money in the future, since it utilises the cables used for the Library's computer network. The implementation has been so successful that IP Telephony is now the required path for all government departments in Victoria. Our pioneering use of this system has been the subject of much interest and was reported widely in specialist press and magazines. Good progress has been made in other forms of electronic service delivery. The Library has designed and established its online shop as part of its e-library focus, with plans being developed for the introduction of an online facilities booking system. In addition, the Library's Web site has been critically reviewed and is being redeveloped to reflect current standards in layout and accessibility.

Many parts of the collection continue to play a key role in serving the community. A notable achievement has been the work of the Field Historian with the Koorie Heritage Trust in securing a grant to develop a Web site on Aboriginal missions using material from the Australian Manuscripts and Picture collections. The Web site will be sponsored by the Library in partnership with the Koorie Heritage Trust and the Digital Media Fund of Film Victoria. We have actively participated in the 'Bringing Them Home' Koorie Records Task Force and liaised with the Koorie community regarding use of family history records held by the Library in determining Aboriginal genealogy.

Important items have been added to the collections. These include the 'missing' shoulderpiece of the Ned Kelly armour for which the Library is indebted both to the Sundberg Bequest and also to the then Federal Minister for the Arts, The Hon. Peter McGauran MP, who secured Federal government support from the National Cultural Heritage Account, enabling the Library to become the successful bidder at auction. This attracted national publicity for the purchase as did the acquisition, with the Foundation's generous assistance, of Peter Carey's manuscript of *True History of the Kelly Gang* and associated materials, as well as others of his manuscripts.

The Library's collections continue to be an important source for exhibitions curated by other cultural institutions. One hundred and ninety items were prepared and documented for loan to important exhibitions, which included *Treasures of the World's Greatest Libraries* (National Library of Australia), *Burke & Wills: From Melbourne to Myth* (National Library of Australia), *Matthew Flinders: The Ultimate Voyage* (State Library of New South Wales) and *Ned: The Exhibition* (Old Melbourne Gaol).

We also acquired the original design for the mural decoration of the Melbourne Public Library, as it was known at the time. A large oil painting by Septimus Power of the war memorial mural located at the top of the staircase near Queen's Hall was purchased through bequest funds, as were a further 400 photographs of Victorian subjects by Wolfgang Sievers. Also of particular note was the first instalment of papers of art historian Alan McCulloch, and the Jewish Biographical Archive, a major compilation of biographical sources documenting individuals from all fields of Jewish culture worldwide. The latter was a significant addition to the family history resources of the Helen Macpherson Smith Genealogy Centre.

The public programs and profile of the Library continue to grow and develop. In his report, the President highlighted the Keith Murdoch Oration. Other highlights for the year included the Writers on the Road program, part of a suite of programs designed around the annual Premier's Literary Awards and winner of a State Government Arts Portfolio Leadership Award for its success across the public library network. In its first full year of operation, over 5,000 people attended 114 literary events for children and 72 literary events for adults in 24 public library services throughout Victoria. *All the Rage: The Poster in Victoria 1850–2000*, the first exhibition in the Keith Murdoch Gallery entirely developed by the State Library, ran from August to December and attracted more than 17,000 visitors. A beautiful catalogue featuring 45 full-colour images from the exhibition was produced with the assistance of the Gordon Darling Foundation.

In response to legislative and good governance requirements we have made substantial improvements to a number of 'behind the scenes' operations, including risk management and occupational health and safety, and have implemented a disability discrimination action plan and a security master plan.

In pointing to the highlights of the year I would like to place on record my thanks to, and admiration for, the work of the Senior Managers whose careful stewardship of scarce resources combined with their sound management and capable leadership have led to many of the year's successes.

The year has seen change in the composition of the Executive Group that was formed largely in 1996. I am indebted to the Directors for their collegiality and focus. Cathrine Harboe-Ree, Director, Collections and Services, left the Library in February to take up office as University Librarian of Monash University. Her achievements included establishing the Library's first public program, improving marketing, promotion and internal communications, and ensuring the collections and their development retained their focus. Her successor, Shane Carmody, has brought new kinds of professional expertise, from both the archives and the corporate sector, to the role. Ann Oldham, Director, Finance and Development, left the Library in May 2002 after making notable contributions, in particular to the building redevelopment program. Michael Bertie, Director, Information Management, remains responsible for further enabling the Library through its information communications and technology infrastructure and associated applications, as well as improving the way the Library manages its internal knowledge and the systems required to do this. A key feature of his work has been to strengthen the Library's relationship with other libraries across the state of Victoria, especially public and university libraries.

Each year, one of the great sources of inspiration and satisfaction for me as Chief Executive Officer is the immense generosity of others towards the State Library. I thank them all. Firstly, for most of those who work here, it is more than a job. The majority of staff are motivated by their vision of a knowledgeable society, for which they provide a suite of services and programs and a unique collection of resources. These services and programs, and the generosity of spirit with which they are delivered, inform and enrich the work and the learning of the Library's users.

Secondly, the commitment shown to the Library by our Foundation members at large, and by those who serve on its committees in particular, is extraordinary. The value of their time, expertise, advice and goodwill is immeasurable. Many of them are donors too.

Thirdly, those companies, charitable trusts and foundations that have elected to provide much-needed financial and in-kind support to the Library for particular programs are among our greatest assets. Not only have they brought us new confidence, their association with us has also brought us enhanced recognition and status. I hope their generosity has brought them success and satisfaction in return.

Finally, it is those thousands of people who use the State Library of Victoria either regularly or occasionally to whom our deepest thanks and admiration are offered, for they it is who make our work meaningful and who often provide stimulating encounters and an interchange of ideas and experience.

Frances H. Awcock

Frances H Awcock
Chief Executive Officer and State Librarian



Left: Frances Awcock and Victorian Police Commissioner Christine Nixon at the handover of the Kelly armour backplate

Right: Jack Moshakis of the Library Foundation, Rupert Murdoch AC, Frances Awcock and Chris Anderson of Optus at the 2001 Murdoch Oration

Key Performance Indicators

PERFORMANCE INDICATOR	MEASURE	TARGET	ACTUAL
VISITS TO THE STATE LIBRARY ONSITE	ANNUAL NUMBER OF VISITS	1,750,000	1,178,395 ¹
VISITS TO THE STATE LIBRARY ONLINE	ANNUAL NUMBER OF STATE LIBRARY WEB SITE 'USER SESSIONS'	1,080,000	1,204,962
	ANNUAL NUMBER OF VICNET WEB SITE 'USER SESSIONS'	14,000,000	16,100,241
REFERENCE INQUIRIES PROCESSED, RECEIVED AND HANDLED	ANNUAL NUMBER OF INQUIRIES	260,000	230,181 ²
BOOKS, SERIALS AND NEWSPAPERS DELIVERY RESPONSE TIME	PERCENTAGE OF REQUESTED ITEMS DELIVERED IN 30 MINUTES	90%	94%
USER SATISFACTION WITH SERVICES AND PUBLIC PROGRAMS	PERCENTAGE OF USERS WHO RATED THE LIBRARY'S SERVICES AND PROGRAMS EXCELLENT OR VERY GOOD	90%	91%
ATTENDANCE AT CULTURAL AND EDUCATIONAL PROGRAMS ON- AND OFFSITE	ANNUAL NUMBER OF ATTENDEES ON- AND OFFSITE:	74,200	113,740
	• EVENTS	12,500	28,439
	• EXHIBITIONS	53,000	75,512
	• LIFELONG LEARNING PROGRAMS	8,700	9,789

¹ Visitation affected by Library redevelopment and increased online visitation is also a factor – users are able to access the Catalogue from home.

² Result reflects a decrease in onsite usage, due in part to the Library redevelopment.



Bottom right: Helmet from Ned Kelly's suit of armour, 1880, H20171 (Picture Collection). Centre: Ned Kelly, Jerilderie Letter, February 1879, MS 13361. Other: Lois McEvey from the Australian Manuscripts Collection and assorted items from Peter Carey's papers for True History of the Kelly Gang, MS 13420 (Australian Manuscripts Collection). See page 60 for more information.

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trade. I give fair warning to all those
who has reason to fear me to sell out and give
£10 out of every hundred towards the widow
and orphan fund And do not attempt to
reside in Victoria, but as short a time as
possible after reading this notice, neglect her
and abide by the consequences, which shall
be worse than the loss in the wheat in
Victoria or the death of a dry season to
the grasshoppers in New South Wales I do not
wish to give the order full force without
giving timely warning, but I am a man of
honour and my orders must be obeyed

Goal: Enrich the cultural, educational, social and
economic life of all Victorians by collecting,
preserving and making available their documentary
and published heritage and providing access
to the world's information.



Information Resources, Services and the State Collection

OBJECTIVES

- to increase the depth and range of resources in the collection
- to increase the useable life of the collection
- to increase access to the collection and the Library's information resources and services

COLLECTION DEVELOPMENT AND ACQUISITIONS

- This year the Library allocated \$2.2 million for the acquisition of new collection items. A further 35,800 printed book and journal volumes were added to the collection, along with significant pictorial works, collections of manuscripts and items of ephemera. Funding from the State Library of Victoria Foundation enabled the acquisition of two major items – the Peter Carey manuscripts for his novel *True History of the Kelly Gang*, and an album of watercolours by Charles Hammond.
- Bequest funds were drawn upon to support the acquisition of part of the Alan McCulloch papers and a 1922 oil painting by Septimus Power, the basis for the large mural in the stairwell adjacent to the Library's Queen's Hall.
- The Federal Government's National Cultural Heritage Account made a significant contribution towards the acquisition of the authenticated shoulderpiece for the Ned Kelly suit of armour, with the balance from Library bequest funds. The Library has also been closely involved in research to identify the correct parts of armour belonging to the Kelly Gang. This included working with Victoria Police and the National Trust to arrange the exchange of armour pieces so that the Library has the exact pieces that were worn by Ned Kelly in the siege at Glenrowan.
- Donations continued to be a major means of enhancing the collection. The value of donations to the Library's collection in 2001–02 was \$419,000. Gifts were received from private individuals and organisations and from government agencies. Collection items were also acquired under the legal deposit legislation.
- The Library's revised *Collection Development Policy* was published in September 2001. The Policy describes the Library's collecting goals and intentions for all subjects and special collections. A print version is available for sale through the Library's online shop. A free Web version is available on the Library's Web site.



Left: Cover design for the Library's Collection Development Policy

Below: Peter Carey with Cathrine Harboe-Ree, the Library's former Director, Collections and Services



ACQUISITION STATISTICS

VOLUMES ADDED TO STOCK JULY 2001 – JUNE 2002

CATEGORY	PURCHASE	METHOD OF ACQUISITION			TOTAL 2001-02	TOTAL 2000-01
		DONATION	GOVERNMENT DONATION	LEGAL DEPOSIT		
MONOGRAPHS IN SERIES	585	55	544	532	1,716	2,062
MONOGRAPHS: REFERENCE	7,662	258	4,612		12,532	14,579
MONOGRAPHS: ARTS	2,174	467	65		2,706	3,782
MONOGRAPHS: MAPS	49	12	21		82	133
MONOGRAPHS: RARE BOOKS	51	8			59	70
MONOGRAPHS: LA TROBE	2,092	213	66	5,842	8,213	8,062
MONOGRAPHS: CHILDREN'S	433	11			444	2,803
MONOGRAPHS: LA TROBE RARE BOOKS	223	10			233	189
MONOGRAPHS: BUSINESS	38				38	37
MONOGRAPHS: GENEALOGY	1,505	5			1,510	1,317
TOTAL MONOGRAPHS	14,812	1,039	5,308	6,374	27,533	33,034
NEWSPAPERS	651	196		553	1,400	1,625
OTHER SERIALS	3,071	455	2,129	1,270	6,925	12,010
TOTAL SERIALS	3,722	651	2,129	1,823	8,325	13,635
TOTAL VOLUMES	18,534	1,690	7,437	8,197	35,858	46,669

CONSOLIDATED STOCK HOLDINGS 2000-02

STOCK HOLDINGS (VOLUMES)	30 JUNE 00	30 JUNE 01	30 JUNE 02
NEWSPAPERS	90,890	92,515	93,915
MONOGRAPHS AND SERIALS	1,690,404	1,738,405	1,783,449
TOTAL	1,781,294	1,830,920	1,877,364
MAPS	104,691	105,524	106,674
SOUND RECORDINGS	15,680	17,204	17,479
VIDEO RECORDINGS	1,298	1,618	1,737
EXHIBITION CATALOGUES	67,463	67,771	75,056
THEATRE PROGRAMMES (LINEAR METRES)	58.8	60.4	65.13
EPHEMERA (LINEAR METRES)	54.3	55.4	57.38
MANUSCRIPTS (LINEAR METRES)	5,018	6,340	6,422
PICTURES	591,064	642,489	658,689
NOTES			
MICROFORM VOLUME EQUIVALENTS INCLUDED ABOVE	204,220	211,231	217,135

COLLECTIONS OF EPHEMERAL MATERIALS INCLUDE UNCATALOGUED ITEMS ONLY AND HAVE BEEN ESTIMATED.
CATALOGUED ITEMS ARE COUNTED AS VOLUMES IN STOCK.

SIGNIFICANT ADDITIONS TO THE COLLECTION

ARTS COLLECTION

Donations

- Eighty compact discs of the music of Warren Burt, donated by the composer, making the State Library of Victoria one of only three libraries in Australia to hold this collection.
- A number of major donations to the Theatre Programme Collection from various sources.

Acquisitions

- A collection of material on Stravinsky.

AUSTRALIAN MANUSCRIPTS COLLECTION

Donations

- The records of the Stegley Foundation, a private philanthropic body, and funds for organising and cataloguing the archive.
- Two documents relating to Ned Kelly donated by Ian Jones, including a copy of Joseph Ashmead's early 20th-century account of the Kelly Gang, a document that has not previously been available in the public domain.
- A further instalment of case files for the Gordon Homes for Boys and Girls.
- Papers relating to Hugh Glass and his family. Glass was a wealthy and politically powerful figure in mid-19th-century Melbourne. Today he is best remembered as the developer of Glass Terrace, now the oldest surviving group of terrace buildings in Melbourne.

Acquisitions

- The Peter Carey archive, including a laptop computer containing the final draft of his novel *True History of the Kelly Gang*.
- Papers of the late Alan McCulloch, noted art historian.

PICTURE COLLECTION

Donations

- A death mask of Ned Kelly, donated by the School of Historical Studies, Monash University.
- A large collection of millennium and Olympic Games ephemera, donated by Mr Claude Lombard.
- A print of New Holland by Louis Auguste de Sainson, donated by Dr Joseph Brown, AO, OBE.
- A collection of more than 2000 photographs from Stephenson and Turner Architects.
- Six woodblock prints of Melbourne houses, including Como and Toorak House, by artist Muriel Miller.
- The final instalment of the A & K Henderson Architectural Drawings Collection.

Acquisitions

- An album of watercolours by Charles Hammond dated 1942–47, depicting buildings, interiors, social events and views around Melbourne, the Dandenongs and Geelong.
- The shoulderpiece from Ned Kelly's armour, acquired at auction with the assistance of the National Cultural Heritage Account.
- Photographs by Angela Lynkushka of indigenous Victorians. The collection includes depictions of Aboriginal women elders at Lake Tyers teaching basket-weaving techniques to Aboriginal girls, the training of Aboriginal boys at Lake Tyers in carpentry, and Aboriginal graffiti artists in Melbourne.
- An oil painting by Septimus Power, an original study for the War Memorial mural by the artist which was commissioned by the Library Trustees in 1922 and is now located above the staircase to Queen's Hall.
- Photographs by Mathias Heng, documenting life on the Kensington Housing Commission Estate and the work of Victorian volunteers in Kiribati and East Timor.



Left: A page from the Charles Hammond album that was acquired by the Library with the assistance of the Foundation

- The Wolfgang Sievers Collection comprising 400 prints, the fifth part of a programmed purchase from the photographer's archive. This year's acquisitions focus on significant Victorian industry, including Vickers Ruwolt and Alcoa.
- Commissioned images of the CityLink 'sound tube' by photographer Ian Hill.
- Francis Edwin Birtles, *3,500 Miles Across Australia in a Ford Car from the Gulf of Carpentaria to Port Phillip Bay* (Melbourne, 1914), a rare pamphlet recording one of the early motor journeys across Australia.
- Daniel Moynihan and Peter Mathers, *Men of Ireland* (Townsville, 2001), a limited edition private press publication, which includes original engravings and lithographs by Melbourne artist Moynihan and text by the Miles Franklin award-winning writer Mathers.

RARE PRINTED COLLECTIONS

Donations

- Henry Savery, *Quintus Servinton* (Hobart, 1830–31), the rare Hobart printing in three volumes of the first novel written and published in Australia.
- Torquato Tasso, *Aminta Favola Boschereccia* (Parma, 1789), which was printed at the press of the renowned printer and typographer Giambattista Bodini.
- The library of Graeme Robertson, the private reference collection of Australia's foremost architectural expert on wrought and cast iron. The collection of 70 items includes numerous rare trade catalogues, as well as a set of his own publications.
- Klaus Zimmer, *History of Art* (Melbourne, c. 1960s), a multi-volume handmade artist book by the Australian artist.
- *The Tollemache Book of Secrets: A Descriptive Index and Complete Facsimile* (London, 2002), one of a limited edition of 220 copies.
- Zaccaria Seriman, *Viaggi de Enrico Wanton* (Venice, 1824–25, 6 vols), scarce edition of this description of an imaginary voyage to the antipodes.
- Sarah Scott, *A Description of Millennium Hall* (London, 1762), first edition of an important proto-feminist utopia.
- May Gibbs, *About Us* (London, 1912), the rare first book by the noted Australian children's author and illustrator.

Acquisitions

- James Blundell, *General Map of Australia and Tasmania* (Melbourne, 1857), a first edition of this large and finely produced map, printed in colour.
- William Calvert, *Victoria 1858 Illustrated and Commercial Almanack* (Melbourne, 1858), a rare Melbourne sheet almanac.
- Inge King, *A Book of Cut-Outs* (Melbourne, 2000), a limited edition artist book signed and numbered by the artist.
- Joseph Forshaw and William Cooper, *Australian Parrots* (rev. 2nd edition, Melbourne, 1980, 2 vols), a deluxe limited edition by a noted ornithological painter.

PRESERVATION AND CONSERVATION

- The Library's collection of large oil paintings (known as the Big Picture Store) was relocated from 328 Swanston Street, and the Stevenson & Turner Architectural Archive and Kilvington collection of Penguin paperbacks relocated from Laverton to higher quality offsite storage at Mollison Street.
- Significant Australian, British and US patent collections were relocated from Laverton to the CAVAL Archival Research Materials (CARM) store at Bundoora.
- The Library has negotiated an agreement with the Public Records Office of Victoria to store deteriorating acetate photographic film in cool storage at their new North Melbourne premises.
- The Library continued its ongoing project to transfer newspaper pages to microfilm.
- During the past twelve months the Library's paper, book and oil paintings conservators:
 - conserved, prepared for display, and installed 84 posters for the *All the Rage* exhibition in the Library's Murdoch Gallery
 - managed the preparation and display of treasures from the Library's collection (including Ned Kelly's armour, a number of rare books and manuscripts, Dame Nellie Melba photographs and ephemera) for the Keith Murdoch Oration at Crown Casino in October 2001
 - managed the preparation and display of oil paintings for a number of horse racing industry functions including the Hall of Fame dinner at Crown Casino and two Melbourne Cup Week activities
 - protected the Napier Waller and Septimus Power murals on the Front Foyer stairs during adjoining redevelopment works, and then cleaned them to restore their former beauty.



Conservation staff prepare posters for the exhibition *All the Rage: The Poster in Victoria 1850–2000*

KEY STATISTICS

Number of collection items preserved

- 220,684 items preserved and conserved including 79,712 items rehoused to improve their storage; 68,134 frames of preservation microfilm produced to increase access to the collection and reduce wear and tear on fragile collection items; and 60,328 items security tagged, reinforced and bar coded to prepare items for use.

Number of reproductions of library materials

- 1,596,044 items were reformatted, including 1,317,972 photocopies made by Library users, 160,345 copies made from microfilm reader printers, and 115,032 copies made from PC printers. In addition, 2,695 photographs from items in the collection were made for Library users. Library staff also made 1,100,000 photocopies for administrative purposes.

Number of collection items conserved

- 6,548 items were individually conserved. 256 collection items were exhibited on- and offsite.



Conservators clean the war memorial mural adjacent to Queen's Hall

CATALOGUE ACCESS

- The Library implemented Voyager, a new integrated Library Information Management System in September 2001. Voyager allows for significantly improved services to Library users, offering a user-friendly catalogue interface and a remote ordering facility for books. The implementation of Voyager involved approximately 200 Library staff across four divisions in:
 - planning and managing a complex process of data migration – in excess of 1,000,000 records were migrated from the old system
 - designing a user-friendly Web interface for the Catalogue
 - re-engineering book ordering and delivery systems, enabling electronic call-slip printing and advance ordering of Library material online
 - planning and implementing a communications strategy
 - training more than 200 staff in the use of all facets of the new system, including materials acquisitions, cataloguing, book retrievals and reference services
 - training more than 250 members of the public in 75 training sessions. An extensive Train the Trainer program was put in place to support this activity.
 - managing support services, including continuing 'on-the-floor' assistance for library users.
- Voyager offers a more attractive and efficient interface to library resources, and greatly enhanced access to electronic resources. Since September 2001, 146,798 requests for material from the Library's collections have been lodged via the online Catalogue. An index to Australiana material is now available online and searchable through the Catalogue, as is a searchable database to Victorian Government Publications, which is updated weekly.
- Users requesting books from storage through the Catalogue are required to register and receive a Library card containing a barcode. Since the Catalogue was launched, 23,656 Library users have registered.
- Staggered roll-out of the new information database public access menu ('Buddy') took place from July 2001 and was completed in late August.
- During the Voyager implementation, work commenced on the creation of catalogue records for ephemera files relating to Australian art and artists, with 3,396 records added. Australian chess serials and serials in the Ken Pound Children's Collection have been fully catalogued. Microfilms from the Pacific Manuscripts Bureau Printed Documents series and the Women and Victorian Values 1837–1910 series have also been catalogued. Volunteer assistance has enabled the cataloguing of many unique Australian works from the 19th-Century Bound Pamphlet series. The cataloguing of collections of Australian manuscripts continues.

DIGITAL INITIATIVES

- A Digital Strategic Plan 2001–04 was developed to provide a framework for the Library's activities with electronic collections and services. It sets out key goals and strategies for collecting the Library's traditional print resources, for making its resources and services available over the Internet, for preserving these resources, and for accessing the technology required to allow this to happen.
- A range of new digitising initiatives was explored throughout the Library. Significant attention has been given to the digital conversion of printed pamphlets, sheet music, audio recordings and manuscript-finding aids, and access to these is expected to grow rapidly in the near future. A project group for the establishment of an audio-digitising station in the new Arts Library was established, making use of funds donated by the Agnes Robertson Trust.
- The digital conversion of photographs of Australians during World War II from the *Argus* archive continued. The *Argus* Index Project received an Australian Research Council Grant to produce another ten years of the index (1870–79) during the course of 2002.



Margarita Sagris (standing) and Ian Renard of the Ross Trust, which funded the Illustrated Newspaper Conservation Copying Project, with Kathryn Reeves

- Assisted by funds from the Ross Trust, the Library has completed an eight-year project to photograph and digitise the illustrations from the rare 19th-century Victorian illustrated newspapers held in its collection. All engravings are now individually catalogued and can be searched for and viewed online from the Library's Pictures Catalogue. A total of 10,645 images have been made accessible, with 4,304 images photographed, digitised and catalogued in 2001–02.
- A number of new Web sites were completed to raise awareness of the Library's collections. They included:
 - *World War I 1914–1918*, which was launched on Anzac Day, and highlights the Library's strength in material related to World War I
 - *All the Rage: The Poster in Victoria 1850–2000*, an online exhibition drawing on collection material, created to complement the exhibition in the Murdoch Gallery
 - *Popular Culture*, developed to highlight the Library's broad collection of popular culture material
 - *Commonwealth Games*, launched to coincide with the 2002 Commonwealth Games in Manchester. The site acts as a gateway to Commonwealth Games information available at the State Library of Victoria, at other libraries and organisations, and on the Web.
- The Library also collaborated on digital projects with other organisations, notably:
 - SBS. The Library was a major contributor of content for the SBS Web site, *Gold*. SBS has also featured Library collection material on the *Perspectives* site.
 - the ABC. The Library contributed content to *Edna Walling*, a Web site joint venture between the ABC, Cinemedia, the State Library and Tantamount Productions.
- The site was formally launched in Sydney in September, attracting significant publicity for the Library via the ABC's television and radio programs. Edna Walling's manuscript *The Happiest Days of My Life* was published on the Library's Web site as a complement to the ABC site.
- A Web site redevelopment project was launched in May 2002. The major objectives are to improve accessibility of the Library's Web site, to meet Government publishing standards, and to implement a new Web infrastructure and publishing process.
- The Library hosted a number of Online Forums on young adult fiction (September 2001), the Premier's Literary Awards (September 2001), festivals and traditions (December 2001), popular culture (March 2002), Anzac Day (April 2002) and family history (July 2002).
- A Virtual Library Tour, offering multi-perspective views of the Library building, was sponsored by iPIX. The tour can be accessed on the Library's Web site.
- The Kelly Armour held by the State Library was scanned by Melbourne University's Department of Geomatics. The result will be featured as a 3D presentation on the Library's Web site and in Experimedia, the innovative multimedia centre due to open in 2003.
- In partnership with the National Library of Australia, the Library added a further 168 Victorian Web publications to the PANDORA (Preserving and Accessing Networked Documentary Resources of Australia) archive.
- The Library was awarded a \$140,000 grant from the Victorian Government's Community Support Fund to fund a multimedia installation that will be displayed in Experimedia for three years.



Goal: Ensure that the information needs of all Victorians are met by strengthening the State's library and community-based information networks.



Top left: Arts Collection Librarian Dominique Dunstan with model for Scimitars of Baghdad. Centre left: The Spirit Hand. Centre right: Model for Scimitars of Baghdad. (All items: W G Alma Conjurung Collection.) See page 60 for more information.

The State Network of Information Resources and Libraries

OBJECTIVES

- to increase the capability of the public library network to deliver services
- to increase the interaction/partnership between the State Library and the wider library and information sector
- to increase community involvement in online, library and information resources and programs

THE STATE LIBRARY AND THE WIDER LIBRARY AND INFORMATION SECTOR

- The State Library of Victoria is an active member of the Council of Australian State Libraries (CASL), a body consisting of the heads of the state and territory libraries and the National Library of Australia. The CEO and State Librarian is the Chair of CASL in 2002. The Library is also an active member of Cooperative Action by Victorian Academic Libraries (CAVAL).
- A draft for a new Victorian Government policy for public libraries, Books, Bytes and Belonging, was developed with the Office of Local Government. The draft was developed after extensive consultation with the public library sector, local government and other interested parties. The process significantly raised the profile of public libraries within local government and has led to the establishment of the Ministerial Advisory Council on Public Libraries (MACPL).

- The Library continued to sponsor the Margery C Ramsay and Barrett Reid Scholarships for public library staff and the Pierre Gorman Award for research in the area of library services for people with disabilities.

PUBLIC LIBRARY PROJECTS

TRAINING

Aims to identify priority training needs of staff working across all levels of public libraries in Victoria and provide appropriate training and development opportunities at venues across the State.

- Over 1,000 staff were trained through a broad range of courses with a relatively high take-up per EFT by country libraries.
- New elements of the program included Dialogue Workshops aimed at building trust and confidence between management and staff delivered at 19 public library services, and Mobile Library Drivers Training Grants provided to 22 public library services to subsidise advanced training for Victoria's 70 drivers.
- Consultants were engaged to undertake a comprehensive triennial review of the Training Project and develop a blueprint for Statewide Training through to 2005.

MARKETING

Aims to develop and deliver a marketing strategy for Victorian public libraries including management of the librariesvictoria brand.

- The search facilities available via librariesvictoria.net were enhanced to incorporate locations and operating times for Victoria's mobile library services, complementing the information already available on 'static' library branches.



A mobile library on the road

From left: Judy Maddigan MP, Chair, the Ministerial Advisory Council on Public Libraries (MACPL); Graham McDonald, winner of the Pierre Gorman Award; The Hon. Bob Cameron MP, Minister for Local Government; Lynne Makin, President, Viclink; Dr Pierre Gorman; Frances Awcock, CEO and State Librarian.



Above: Bookmark produced as part of the Teenage Services Professional Development and Marketing Project

- A photo library containing over 300 digital images on CD was developed and delivered to all Victorian public libraries for use in local promotion and marketing activities.
- A dynamic new concept for the librariesvictoria stand was implemented at the 2001 Royal Melbourne Show, providing public libraries with a strong presence as part of the Government Expo Pavilion. The interactive features of the stand will be further developed for the 2002 Show.
- Melbourne comedian and media personality Rachel Berger has been appointed as librariesvictoria ambassador. Rachel was 'launched' during Library & Information Week in May, and will continue to present a high profile face for public libraries over the next twelve months at forums such as the Royal Melbourne Show and through various media opportunities.

LANGUAGES OTHER THAN ENGLISH

Aims to address issues of quality and access to library collections and services in languages other than English.

- Updated guidelines for multicultural public library services were developed and distributed. Entitled 'Responding to Our Diversity', the guidelines aim to provide a framework for libraries to develop appropriate and relevant library services for Victoria's linguistically and culturally diverse communities.

LOCAL HISTORY DIGITISATION

Aims to make historical photographic materials available online to local and non-local users and online historical collections readily accessible through a common approach.

- Images of material held in the local history collections of pilot library service, Vision Australia, and Maribyrnong Library Service are now accessible online through PictureAustralia.
- An online guide to image digitisation of local history collections for Victorian public libraries has been prepared by Swinburne Library Information systems.
- Specifications have been developed for provision of a server to house the digitised local history images of all Victorian public libraries.

TEENAGE SERVICES PROFESSIONAL DEVELOPMENT AND MARKETING

Aims to change perceptions of public libraries held by students in Years 8 to 10, and to increase circulation of young adult reading materials in public libraries.

- In three pilot library services the young adult fiction collections were upgraded, the designated young adult areas were given a 'facelift', partnerships were established with local secondary schools and youth agencies, and a large number of staff participated in professional development sessions conducted by the Australian Centre for Youth Literature (ACYL).

- 140,000 copies of six themed booklists and bookmarks and two annotated lists of recommended reading for young adults, compiled by ACYL, were printed and distributed to public libraries throughout the state.

DISABILITY

Aims to raise awareness of the range of disability equipment and services available in public libraries.

- A targeted communication strategy, Libraries for Access, was delivered to promote the Disability Project to the public libraries participating, and to establish local links with relevant disability agencies and community sector service providers. The strategy was implemented on a statewide basis, involving 18 library services and 33 branches.

CONFERENCES, SEMINARS AND FORUMS

- **The Big 'e': e-book, e-publishing and e-technology – August 2001**
A cross-sectoral seminar looking at how libraries are addressing the advent of the e-book and what the future holds was presented jointly by the Library Board of Victoria and Viclink's Collection Management Cooperative. The seminar attracted over 100 delegates.
- **Marketing Seminars – November 2001, May 2002**
Over 70 participants from Victorian public libraries attended a full-day seminar in November 2001, addressing a range of marketing issues including partnering and sponsorship, library case studies, the 'service environment' and visual merchandising/presentation. A seminar titled 'Think FOR Your Customer' was hosted at the State Library of Victoria in May, with over 140 staff attending from public libraries across the state.

- **The Inside Story:**

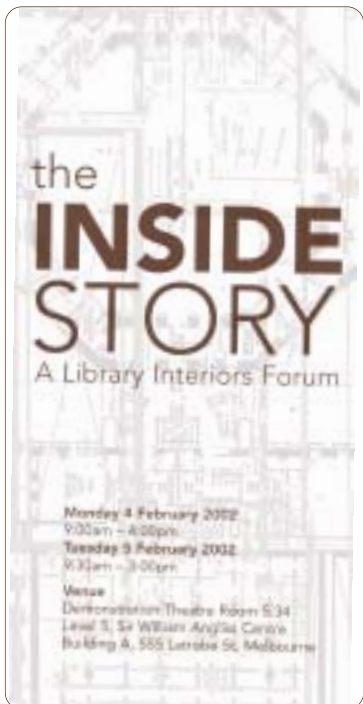
A Library Interiors Forum – February 2002

Over 200 library staff from every state and New Zealand, and representing all sectors of the library industry, attended a practical two-day forum on library interiors presented by the Library Board of Victoria. The first day focused on overall project management and design issues, while the second day was dedicated to more specific areas, such as signage, working with heritage buildings, and occupational health and safety.

VICNET

ACCESS SERVICES

- The Rural Libraries Online (RLOL) project is funded by the Commonwealth Government through Networking the Nation and is a joint project with the Country Public Libraries Group. It has provided satellite Internet installations to 20 country library sites around Victoria and, in conjunction with the State Government-funded Libraries Online project (now completed), a total of 34 out of 44 Victorian public library services are now using satellite installations through VICNET. As part of its final stage, surveys were undertaken to test the feasibility of providing radio and/or microwave links from library headquarters locations to library branches.
- The Statewide Network Infrastructure project, funded by the State Government through Arts Victoria, had its first year of operation in 2001–02. With contribution from the relevant shires, funds were used to build wireless network infrastructure to major centres with public libraries in Gannawarra, East Gippsland and Campaspe Shires. Funds were also used to renew a virus protection software licence for selected public libraries and to place proxy cache computers in ten of the busiest metropolitan branch libraries.



Top: A participant in an mc2 youth training workshop

Bottom: Brochure for The Inside Story: A Library Interiors Forum

- Through Printers for Public Access, funded by the Commonwealth Government through the Networking the Nation program, 83 printers were placed in public access locations in libraries.
- VICNET continues to run a successful business operation as an Internet Service Provider, and has done so in a business environment that has seen the failure of several ISPs and a decline in the profitability of the dial-up access market. VICNET has moved to closely align its products with the changing market and, in particular, to continue to move into broadband wholesale products such as satellite and DSL.
- the e-gaps project aims to establish public Internet access in areas of Victoria currently without it and is funded by the State Government through Multimedia Victoria. The project is grant-based, with applications being sought from local government. The two rounds of e-gaps funding held during the year will establish 79 e-gaps sites, of which four are visited for short-term periods by a mobile library service. This is 24 more sites than the original contract specified.
- The My Connected Community (mc2) project, funded by the Victorian Government through Multimedia Victoria, aims to build online communities using an online application written specifically for that purpose by VICNET. It is open to use by any Victorian community, and the program currently has approximately 7,000 registered users. There has been significant interest in the software developed by VICNET for mc2 from interstate and overseas. The application has been developed to work with community languages and as part of its continuing development will increase its capability with non-Roman fonts.

SKILLS DEVELOPMENT

- The Skills.net program, funded by the State Government through Multimedia Victoria, makes grants to community organisations to provide training in the use of the Internet and access to the Internet for its members. The program specifically targets members of the community who might otherwise not use the Internet.
- A total of 380 Skills.net projects have been funded and member numbers have passed 77,000, only 3,000 short of the project target of 80,000 by 30 June 2003.
- Approximately 10% of Skills.net providers are delivering training and access to people from non-English speaking backgrounds. Many of these organisations have used funds to develop multilingual training materials and provide bilingual support for their participants.
- Skills.net in Schools is funded by the Commonwealth Government through Networking the Nation, and works closely with the access@schools team within the Department of Education and Training.
- The Department of Human Services has funded Skills.net projects in aged care facilities. Ten projects currently exist, and a further ten new projects are becoming operational.
- The Skills.net Roadshow, funded by the State Government through Multimedia Victoria, with support from BHP Billiton, provides free basic Internet training wherever it is needed. The classes continue to be extremely popular.
- The GO VIC program, funded by the State Government through Multimedia Victoria, aims to raise awareness of the resources available on the Internet, particularly among targeted community sectors. The team has travelled extensively delivering presentations to community groups throughout Victoria.



Top: R. Lehmann, Euphemia Leslie Carstairs (Mrs George Russell), 1852, LT 1035, H31204.
Centre: Alfred Flood, Princes Bridge, 1892, LT 439, H96.2.
(Both items: Picture Collection).
Bottom: Stawell Gallery Associate Curator Michael Galimany. See page 60 for more information.



- Funding from the Commonwealth Government through Networking the Nation enabled the establishment of a VICNET travelling technician and trainer in the north-west of the State, based in Mildura.
- Gippsland Community Training (GCT), funded by the Commonwealth Government through Networking the Nation, provides a training service to support individuals, organisations and communities in Gippsland to get the most out of the Internet and related information technologies. The program was launched in April 2002 through a series of seminars.
- VICNET develops and manages a Web site to host self-published Victorian community content and a portal with links to about 8,000 sites. The site continues to be highly successful. More than 4,000 organisations and individuals have published information on the VICNET site, with around 75% remaining active. The site is one of the busiest government sites in Australia.
- VICNET built Web sites for the Melbourne International Comedy Festival, the Melbourne Fringe Festival, the Melbourne Art Fair and the Next Wave Festival. VICNET's volunteers also took part in VICNET's display at the Royal Melbourne Show and were involved in 39 volunteer Web design projects, helping community organisations to develop Web sites.

CONTENT AND INFORMATION MANAGEMENT

- Gulliver, a purchasing consortium of public libraries, provides library patrons with access to a select range of online databases at library branches or from home. The project was successfully moved from VICNET management to the library consortium.
- Victoria's Virtual Library was established (with assistance from the State Government-funded Libraries Online program) to provide a portal to the online services provided by Victorian public libraries. It links to library catalogues and Web sites, as well as to online databases and online reference resources. The Virtual Library 'Infonet' has become a substantial and well-used professional resource for Victorian public library staff.
- The Centre for Community Networking Research (CCNR) was launched in September 2001. CCNR is a joint venture of the Library Board of Victoria, Monash University and Multimedia Victoria, with senior staff seconded from VICNET. Its mission is to develop and implement evaluation frameworks within the environment of emerging community uses of ICTs.
- The Open Road Web site was established with Commonwealth Government funding under the AccessAbility program, then extended with State Government funding under the Libraries Online program. It currently provides access to a selection of quality online resources in twelve Victorian community languages and scripts, along with instructions on how to format PCs to display the languages in their correct fonts. In a number of these languages only a very limited amount of printed material is available, making the online resources provided through Open Road the best source of information available to the communities in their own languages.
- As part of the Libraries Online project, funded by the State Government through Multimedia Victoria, all public access PCs in public libraries were set up to display all of the fonts on the Open Road site.

- VICNET has developed considerable expertise in the display of language fonts in the online environment and is beginning to use that expertise in conjunction with the Northern Territory Library Service and the National Library of Canada to develop fonts for indigenous languages.

RESPONDING TO DIVERSITY

- In partnership with the Ethnic Communities' Council of Victoria, VICNET continued to conduct a series of community consultations throughout Victoria to gain an understanding of how people from linguistically diverse backgrounds are using the Internet. Participants included peak ethnic organisations, language schools, migrant resource centres, libraries, Skills.net providers and local government. The consultations were intended to explore some of the issues involving information communications technology and ethnic communities in order to assist in the development of future policy directions in this area.



Left: Internet users access email as part of Skills.net's Residential Aged Care Information Technology Project



Right: The GO VIC travelling caravan



Top left and bottom: images from John James Audubon, *The Birds of America*, 1827–38, RARES 598.2973 AU2 (Rare Books Collection). Top right: Des Cowley, Rare Printed Collections Manager. See page 61 for more information.



Goal: Raise the profile of the Library as an active and relevant cultural institution.



Promotion and Cultural Programs

OBJECTIVES

- to increase awareness of the Library and its collections, services and programs
- to increase participation in the Library's cultural and education programs

PROMOTION

- Promotional strategies incorporated media and public relations campaigns, advertising, and the production of print materials. Promotional materials produced included four editions of *State Library of Victoria News*, advertisements, flyers, newsletters, brochures, signs, displays, badges, banners, invitations and the *2000–01 Annual Report*.
- Significant positive media coverage for the Library focused on:
 - the Library's Kelly holdings, in particular the acquisition of Ned Kelly's shoulder-piece and death mask, the Library's contribution to *Ned: The Exhibition* at the Old Melbourne Gaol, and the exchange of armour between the Library and Victoria Police
 - the acquisition of Peter Carey's manuscript and the laptop computer on which he wrote *True History of the Kelly Gang*
 - regional initiatives such as Writers on the Road and Skills.net
 - Murdoch Gallery exhibitions – *All the Rage*, *Matthew Flinders* and *The Banksias*
 - the Library's Dome Open Day on 30 June 2002.
- Thousands of visitors attended the Dome Open Day on 30 June 2002 to preview the Domed Reading Room and its newly reinstated skylights.
- Other programs included:
 - the Library's successful ongoing series, Talking About Treasures and Writers in Focus
 - The State Library Business Forums, a series of three evening forums sponsored by Optus focusing on dynamic, innovative businessmen and women and their stories of success
 - Writers on the Road, funded by a Statewide Library Development Grant, which won a State Government Arts Portfolio Leadership Award. In its first full year of operation, over 5,000 people attended 114 literary events for children and 72 literary events for adults in 24 public library services throughout Victoria
 - the tenth Stephen Murray-Smith Memorial Lecture which was delivered by Miles Franklin Award-winning novelist Frank Moorhouse, on the topic of 'Civility and Urbanity: the nature of intellectual dispute in Australia'.

CULTURAL PROGRAMS

- Rupert Murdoch AC delivered the inaugural Keith Murdoch Oration, celebrating his father's contribution to the State Library, at Crown Casino on 11 October 2001. His subject was 'The Human Wealth of Nations' and his words set an agenda which spanned local, national and global issues, from support for Australian libraries, schools and universities to his assessment that '... the deepest loss sustained by the United States following last month's terrorist attacks is not the price of recovery, nor the disruption of the world's leading financial market, but the tragic subtraction of human power and potential.' The oration attracted an audience of approximately 400 and raised significant funds for the State Library of Victoria Foundation. Widespread media coverage of the oration and its availability online resulted in a global audience.
- Conferences at the State Library included Challenging Histories, a two-day event held in conjunction with the University of Melbourne, Museum Victoria and the Myer Foundation. The event attracted academics, teachers and students to discuss the role of history in society at the centenary of Federation.



- Entries totalling 343 were received for the 2001 Victorian Premier's Literary Awards, the second-highest number of entries ever received and a record number for the Fiction and Poetry categories. The Awards were presented by the Hon. Mary Delahunty MP, Minister for the Arts, at a presentation and cocktail party held at Queen's Hall, Parliament House. The inaugural Alfred Deakin Prize for an Essay Advancing Public Debate was jointly awarded to Malcolm Fraser, Robert Manne and Marcia Langton for their papers on the theme 'My Country', presented as part of the Federation Festival's Alfred Deakin Lectures. The major media sponsor for the Awards was the *Herald Sun*.



- The Keith Murdoch Gallery exhibition program included:
 - *Belonging: A Century Celebrated*
5 May – 22 July 2001
Total visitors: 15,856
Developed by the State Library in partnership with the National Library of Australia, National Archives, and the State Library of New South Wales to celebrate the centenary of Federation. The exhibition was sponsored by AAMI and received funding from the institutions and from the National Council for the Centenary of Federation.



Top: Professor Marcia Langton receives her award from the Hon. Mary Delahunty MP, Minister for the Arts, at the Premier's Literary Awards presentation ceremony.

Middle, from left: Sam Lipski AM, artist Celia Rosser, Frances Awcock and Dr Philip Moors at the launch of *The Banksias* on 11 April 2002

Bottom: Michelle Wallace (far left) with the Arts Portfolio Leadership Award for Writers on the Road, Angela Rodd (second from left) with her award for the Library's volunteer guides program, and the Hon. Mary Delahunty MP, Minister for the Arts (front row, right)

- *All The Rage: The Poster in Victoria 1850–2000*
9 August – 9 December 2001
Total visitors: 17,364
This exhibition was drawn exclusively from the Library's collection of posters and a comprehensive exhibition catalogue was produced with support from the Gordon Darling Foundation.
- *Matthew Flinders: The Ultimate Voyage*
29 January – 24 March 2002
Total visitors: 18,244
A national touring exhibition from the State Library of New South Wales that included material from the State Library of Victoria's Australian Manuscripts Collection.

- *The Banksias: Watercolours by Celia Rosser from the Monash University Collection*
5 April – 30 June 2002
Total visitors: 27,181
A touring exhibition from the Monash University Museum of Art.

- Significant curatorial research and design development was undertaken on the Dome Galleries, scheduled to open in 2004. These two major semi-permanent exhibitions will tell the stories of the history of Victoria and the history of the book, drawing on the diversity and depth of the Library's collections.
- The Library continued to contribute to the management of the *Belonging* exhibition as it toured from Melbourne to Canberra and Hobart. It will close in Brisbane at the end of 2002.
- The Library co-published *An American on the Goldfields: The Bendigo Photographs of Benjamin Pierce Batchelder* with the City of Greater Bendigo. The book is based on one of the Library's photographic treasures, the collection of Batchelder photographs of Bendigo, commissioned by the Sandhurst Council in 1861 for the 1862 London exhibition.
- Volunteers continued to make important contributions to the Library. The Library currently has 85 volunteers working in 13 project areas, including indexing and rehousing heritage collections items, assisting the fundraising efforts of the Library Foundation, acting as guides on Library orientation and exhibition tours, and developing community Web sites with VICNET. In July 2001 volunteer guides also participated in focus groups to comment on the design of the new Library Catalogue.
- Volunteering received wide press during 2001, the International Year of Volunteers. Library volunteers represented the Library at an official function for volunteers at Government House in Melbourne on 31 July. On 5 December, International Volunteer Day,



Author Geoffrey McSkimming meets fans of his 'Cairo Jim' books at a Reading Families event at Fairfield Bookshop.

the Hon. Mary Delahunty MP presented Arts Portfolio Leadership Awards to two of the Library's volunteers, in recognition of their significant contribution to the Library's volunteer guides program.

- In October and November 2001, staff represented the Library at forums run by the Victorian Koorie Records Taskforce in Shepparton, Warrnambool, Geelong and Ballarat. The forums provided a unique opportunity for Library staff to make contact with Aboriginal people in regional communities in order to encourage and assist access to the Library collections.

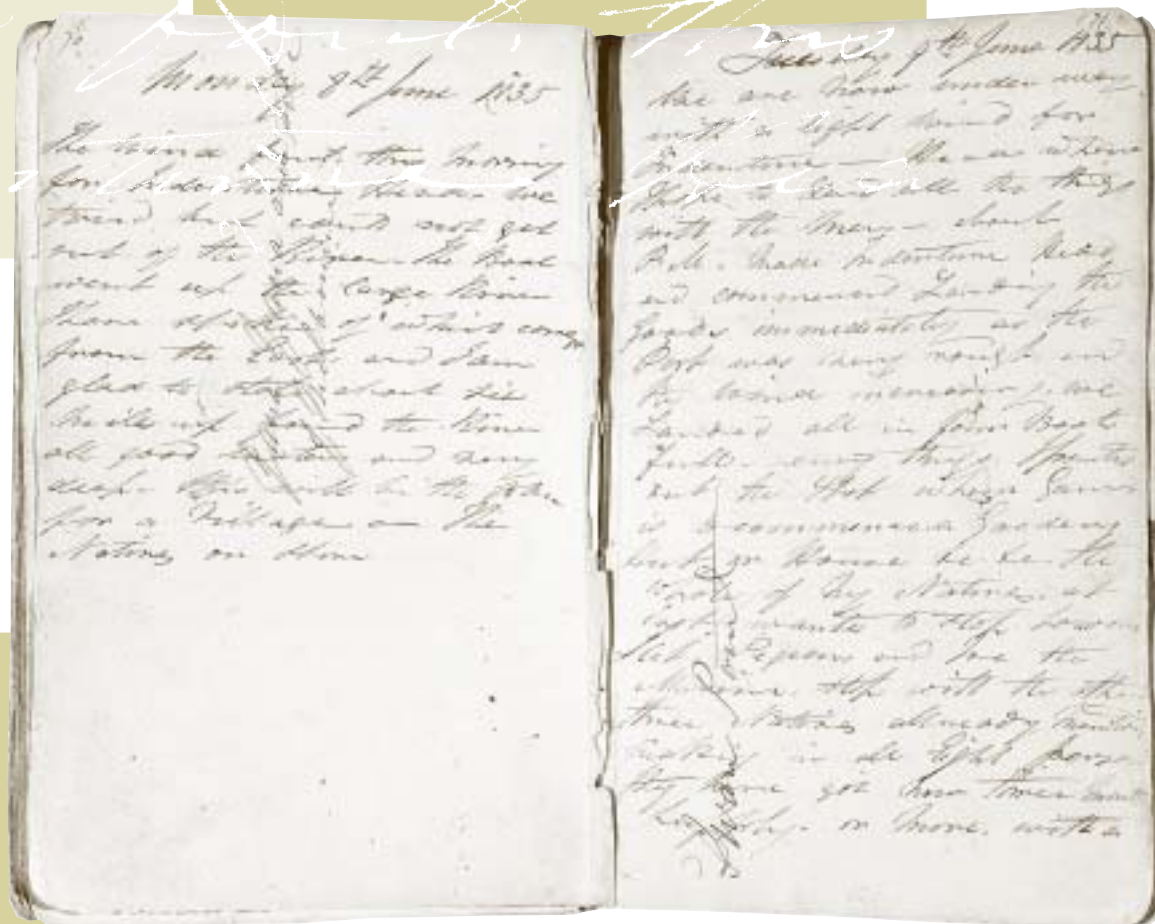
EDUCATIONAL PROGRAMS

- A range of general, special interest and targeted programs was offered, including training on the new Catalogue system, genealogy tours and talks, professional studies tours, disability services and training for public librarians.
- In addition to the ongoing schools program, there was a major focus on planning for new programs to link with the Keith Murdoch Gallery and Dome Galleries. These activities were supported with funding from the Department of Education and Training and, in May 2002, the Library was pleased to announce significant new support from the Trust Company of Australia. Schools programs and services were promoted through targeted advertising and the Library's electronic *Schools Link Newsletter*, which has over 300 subscribers throughout the state.
- A range of new and continuing schools programs and materials was offered, including:
 - Library orientation programs aimed at improving students' knowledge and understanding of library research skills
 - the production of educational materials for the *Victorians at War* Web site and the exhibitions *Matthew Flinders: The Ultimate Voyage* and *All the Rage: The Poster in Victoria 1850–2000*. Resources and online games were also developed for *Burke and Wills: From Melbourne to Myth*.
 - the Library's VCE English Lectures,

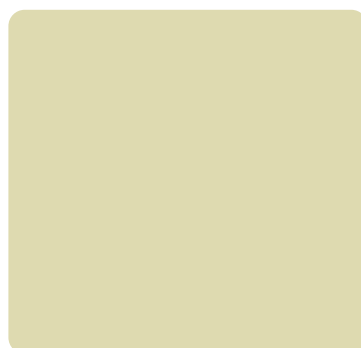
presented in Melbourne, Bendigo, Warrnambool and Morwell, attracted an audience of 3,518. Other special interest programs included School Holiday Illustrating Workshops and the Age Journalism Seminars.

- Teacher Professional Development sessions, offered in association with the Department of Education and Training's LOTE and Multicultural Education Unit
- the Schools Periodical Service, which delivered more than 750 documents to Victorian schools.
- The Australian Centre for Youth Literature (ACYL) delivered a series of reading-based events for young people and book professionals, attended by more than 7,000 people in Melbourne and regional Victoria. ACYL is funded by Arts Victoria and Australia Council grants with support from the publishing industry. The *Young Australians Reading* report continued to stimulate widespread interest and contributed to an increased demand for the ACYL Manager to speak at conferences and seminars and to professionals across Australia.
- New ACYL initiatives included:
 - Professional Development for teacher-librarians and public librarians, aimed at stimulating reading and literacy among high school students. The sessions were extraordinarily popular with audiences of up to 150 teachers.
 - development of the Reading Families program, based on author visits to bookshops and designed to encourage families to read and talk about books together beyond the early school years. Families with children aged 10–14 are also provided with information, strategies and reading recommendations.
 - development of a range of proposed partnership projects.

Top: John Batman, Journal, 10 May – 11 June 1835, MS 13181 (Australian Manuscripts Collection). Bottom: Clare Williamson, Exhibitions Curator, Dome Galleries. See page 61 for more information.



Goal: Enhance the governance, the organisational, financial and technological capacity and the infrastructures of the Library so as to better fulfil statutory and fiduciary obligations and manage and control the available resources.



Governance, Resource Management and Planning

OBJECTIVES

- to increase capacity to attract, develop and retain a high quality workforce
- to increase employee commitment to the Library's Vision, Mission, Values and Goals
- to increase efficiency and effectiveness of operations and transactions
- to increase funding, grants, trading revenue and sponsorship
- to increase understanding of the information needs of users and potential users
- to ensure compliance with statutory, legislative and contractual requirements

EXECUTIVE

Under the direction of the Library Board of Victoria, the Executive is responsible for the effective management of the State Library of Victoria and its collections, services, programs and responsibilities. The Executive comprises the Chief Executive Officer and State Librarian, Frances Awcock, and three executive officers who each head one of the Library's three Departments.

The Chief Executive Officer has overall responsibility for ensuring that the Board's directions are implemented, for sound corporate governance, for the management of the State Collection and the operations of the Library. The Chief Executive Officer is specifically responsible for the activities of the Board, for the Building Redevelopment Project Control Group and for the Board's Major Events Advisory Committee.

Staff who provide direct support to the Chief Executive Officer are the Corporate Secretary, an executive assistant, a policy and research officer and an office assistant. The three Departmental heads report to the Chief Executive Officer, as does the Executive Director of the State Library of Victoria Foundation.

The Library's three Departments are Finance and Development, Collections and Services and Information Management.

The Director, Finance and Development is responsible for financial management, the building redevelopment, strategic and business planning, human resources, and industrial relations. The Director provides executive support to the Board's Finance and Audit Committee.

The Director, Collections and Services is responsible for the State Collection, information services, collection conservation, storage, retrieval and reformatting, public programs, marketing, and communication. The Director provides executive support for the Board's Collections Committee.

The Director, Information Management is responsible for information and communications technology, VICNET, acquisitions, digitisation and cataloguing, and the Library's relationship with the statewide network of public libraries through the Library Network Unit. The Director provides executive support to the Board's VICNET and Victorian Library Network committees.

The key activities for the year were:

- bringing increased attention to corporate governance, including the first review of Library Board of Victoria operations and committees
- introducing a new tenders and contracts management regimen
- planning for the opening of new spaces in 2003
- enhancing processes to manage recurrent expenditure leading to a 2001–02 budget surplus
- enhancing the public profile of the Library through major events such as the Keith Murdoch Oration.

COMPLIANCE WITH STATUTORY, LEGISLATIVE AND CONTRACTUAL REQUIREMENTS

A Corporate Secretary has been engaged to implement best practice corporate governance procedures. Key corporate governance procedures already implemented include:

- the Corporate Governance Charter for the Board
- a bi-annual performance evaluation of the Board. The recommendations of the first performance evaluation were adopted by the Board.
- revised Terms of Reference for the standing committees of the Board
- annual performance reviews for Board committees
- a comprehensive review of the Library Board of Victoria in its capacity as Trustee of the State Library of Victoria Foundation
- a Tender Procedure Manual
- a register of legislation affecting the Library
- the availability of internal and external legal advice including the establishment of a panel of external law firms
- the engagement of a Finance Manager and new Divisional Manager to manage the funded projects of VICNET
- the development of a comprehensive Risk Management Strategy for the Buildings and Facilities Division
- a review of all recommendations contained in internal audit reports over the last three years
- an updated risk assessment, based on the risk assessment previously undertaken by the internal auditors.

FINANCE

The Library's financial management has improved considerably, allowing a number of significant strategic initiatives to be undertaken.

- Use of the Financial Management System has been enhanced with the continual identification and elimination of duplicate systems.
- Finance procedures were comprehensively reviewed to ensure currency of application and achievement of sound internal control principles.
- Use of barcode reading technology has enabled all assets held by the asset register system to be validated.
- The Library's internal auditors completed the Taxation Compliance Framework review in accord with government requirements with no significant non-compliance issues identified.
- Work continued on identifying a replacement/upgrade to the Library's current Financial Management System.
- VICNET's trading operations produced a small, but slightly better than budget, surplus. It had a record sales year in an environment that saw a number of prominent Internet Service Provider failures. The strategy involved consolidating the ISP's position in the dial-up market while developing broadband products to suit the higher end of VICNET's market niche.
- VICNET was also able to secure the following project funding during the financial year: \$1 million for four projects through Networking the Nation, funded by the Commonwealth Government; \$1.6 million over 4 years for the Statewide Network Infrastructure Project through Arts Victoria; and \$1.25 million for three projects through Multimedia Victoria.

Senior Management Team



From left: Michael Bertie, Frances Awcock, Stuart Hall, Margaret Smith, Ian Patterson, Shane Carmody, Alan Howell, Stuart Pickering, Barbara Lewis, Prue Mercer, Andrew Hiskens. Absent: Paul Read.

HUMAN RESOURCES

STAFF DEVELOPMENT

- The Library has conducted, sponsored or coordinated many different learning and development activities for its own staff, reinforcing its commitment to lifelong learning.
- The introduction of Voyager, the new Library Information Management System, resulted in a major library-wide skills training program to ensure staff had the expertise needed to assist our users in the application of the Catalogue's advanced search capabilities.
- VICNET is widely recognised for its specialist expertise in training the community in the use of the Internet and World Wide Web. Throughout the last year the Library has capitalised on this in-house expertise to further enhance the skills of its own staff.
- The Library also launched a comprehensive in-house Team Leader program, designed and written specifically for the Library and its needs. The program combines practical casework with classroom tuition and can be undertaken as stand-alone modules or as a total package.
- Other staff development initiatives undertaken included:
 - Library-wide awareness and compliance training in Occupational Health and Safety
 - participation in a range of computer application programs to enhance the computer competence and literacy of staff
 - presentation skills in support of staff's professional representations and activities
 - workshops conducted on a variety of people management skills and activities.
- In addition to corporate initiatives, divisions continued to provide specific training and opportunities directed in their areas of expertise or discipline. In particular, staff were encouraged to attend and participate in conferences and forums.

OPERATIONS

- The Web-based Employee Self-Service kiosk has been expanded and is now being used for the majority of leave entitlements. This service allows supervisory staff to control and manage the staff resources available, while improving the access, integrity and quality of information available to individual staff members.
- In 2001 the Library's new Enterprise Partnership Agreement was negotiated. The focus of the agreement is on building workplace relationships and the outcomes of the projects undertaken during the previous agreement.
- In line with the Library's goal of developing a Workforce Management Strategy, a preliminary investigation was undertaken and an organisational realignment project commissioned. This project will examine the functions and activities within the Library to ensure it is structured to meet the challenges presented by new technology and online services. In doing so the Library acknowledges its commitment and responsibility to its workforce and to providing job and career prospects. There was an increased focus on internal communications in communicating this commitment to staff.

TECHNOLOGY

Major technology initiatives in 2001–02 included:

- coordinating the changeover to the new Library Information Management System
- installing and developing an IP telephone system that provides the Library with a base for future service delivery and for use of rapidly emerging technologies. The telephone system is complemented by the deployment of key application services, such as Interactive Voice Response, and Call Management software that provides a more efficient means of customer service delivery and a more streamlined means of operating telecommunication services.

- enhancing the stability, security and performance of the Library's IT infrastructure through an ongoing infrastructure upgrade and improved management. All IT infrastructure moved from outright purchase to lease, to smooth out cash utilisation and to facilitate future planning.
- developing and implementing Service Level Agreements (SLAs) across the organisation as part of the improved management of IT resources
- deploying 'thin client' workstations throughout public areas of the Library, resulting in faster access to information, easier management, better security, and improved reliability
- ongoing enhancement of the Library's HR system, Aurion, including the move from paper-based systems to online systems with consequent productivity improvements.
- Survey respondents perceived some of the Library's key strengths to be customer service, the quality of the collection, and the information expertise of staff. Key areas requiring attention were perceived to be the cloaking facilities and atmosphere of the foyer, signage and associated directional information, and the quality and availability of workspaces. The cloaking facilities and availability of workspaces have been critically affected by the building redevelopment work at the Library, and it is expected that as the redevelopment enters its final stages, customer satisfaction will rise significantly in these areas. Signage issues are currently being addressed by the Redevelopment Signage Strategy and the associated signage review. The signage strategy will take into account issues such as the staged opening of new spaces and the relocation of collections and staff; the need for improved disabled access, especially for vision-impaired users; and the need for improved directional signage, including a large map.

MARKET RESEARCH

- In 2001, a Customer Research Program was implemented to ensure that the needs of Library users were taken into account during the Library's strategic and business planning process. Two satisfaction surveys were run in 2001, the second of which was conducted in October. A total of 300 Library users were interviewed to ascertain their level of satisfaction with the Library's services and facilities.
- The customer satisfaction survey will be conducted annually so that the Library can continue to monitor its performance from a user perspective and also ensure that the needs of users are considered in service improvement decisions and in the development of new initiatives.

The Experimedia courtyard in construction



Goal: Bring the building redevelopment program to the earliest possible completion in order to realise the Library's goals.



Top: images from Edmé François Jomard (ed.), *Description de l'Egypte*, 1809–28, RARESF & XEF & JF 913.32 J68 (Rare Books Collection). Bottom: Librarian Fiona Jeffery with one of the four enormous folios. See page 61 for more information.



The Library Redevelopment Project

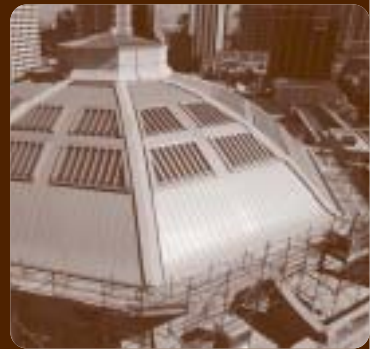
OBJECTIVE

- To increase the number and quality of facilities available for users and staff.

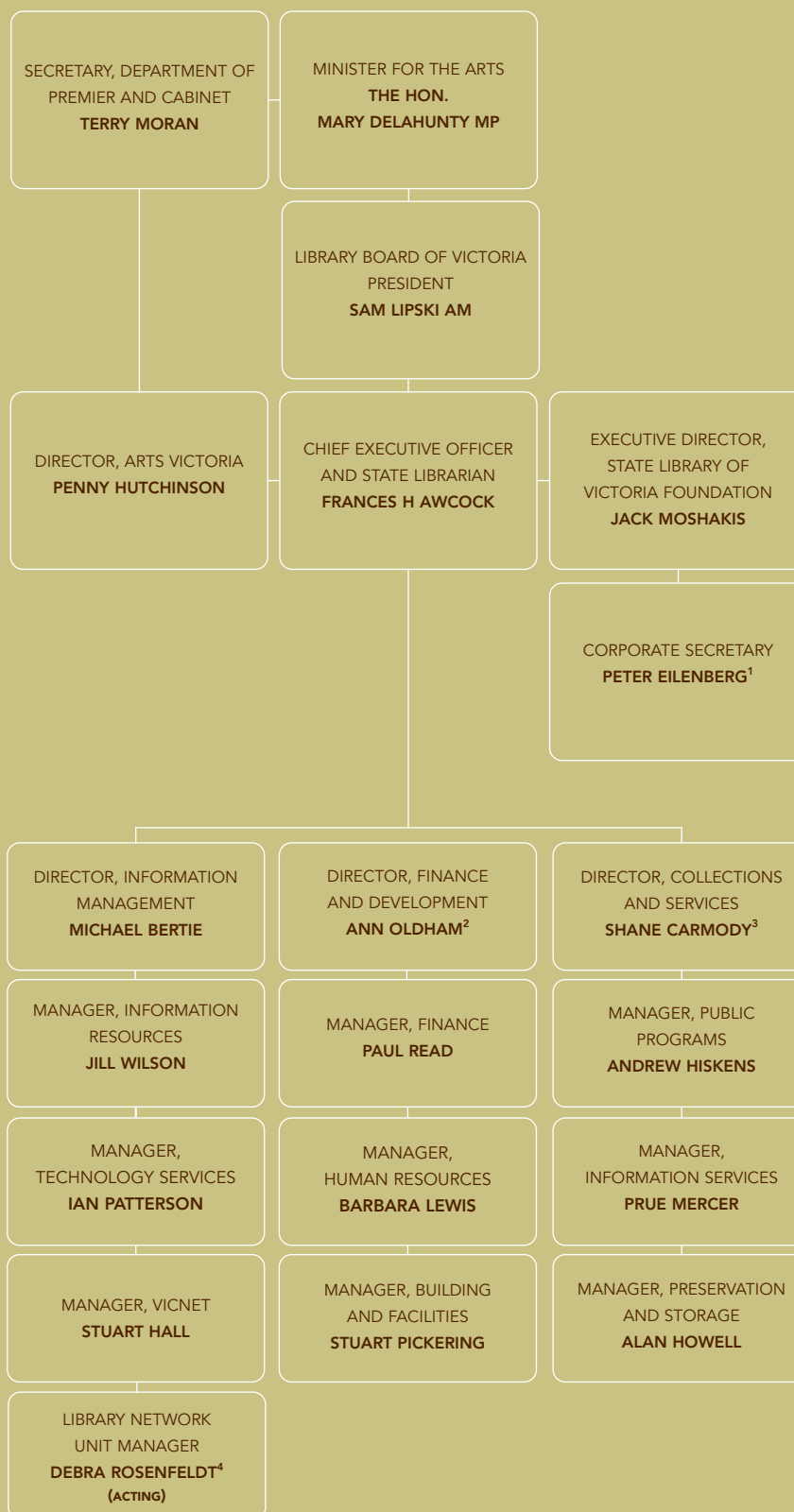
REDEVELOPMENT PROGRESS

- The Library Redevelopment Program is now due for completion by 2005.
- Briefing for the entire redevelopment was completed. All design briefs for the remainder of the development have been completed or reviewed. The restaging program for the project has been reviewed following the impact of the asbestos removal. An extended Stage 4 program has commenced and a complete restaging program for the Redevelopment was tabled at the end of July 2002.
- Substantial progress was made on refurbishment works to the McAllan building and the La Trobe Gallery (formerly Museum buildings). McAllan will house VICNET staff; the La Trobe Gallery will house Australian Manuscripts staff and part of the Collection.
- The glass skylights of the Domed Reading Room were installed and roof works completed, with significant progress made on the remainder of the Dome building.
- The new Arts Reading Room and Experimedia spaces were both roofed, with work proceeding towards completion in late 2002.
- A new Security Strategy framework was developed for implementation.
- The State Library Redevelopment Project works comply with the Building Act 1993 and the Disability Discrimination Act (DDA).

The Dome after the installation of the skylights



Organisational Structure as at 30 June 2002



NOTES

¹ UNTIL APRIL 2002

² UNTIL MAY 2002

³ CATHERINE HARBOE-REE HELD THIS POSITION UNTIL FEBRUARY 2002.

⁴ JUDY PEPPARD HELD THIS POSITION UNTIL JANUARY 2002.

Statement of Workforce Data

EMPLOYMENT TYPE	FEMALE	MALE	TOTAL	VARIATION FROM 00-01
CASUAL	4	6	10	-5
FIXED TERM	21	16	37	-179
ONGOING	187	140	327	164
TOTAL	212	162	374	-20
FTE	195	150	345	-12

Staff Professional Activity

MEMBERSHIP OF KEY COMMITTEES *(See page 48 for a glossary of acronyms)*

AICCM, Organising Committee Members for AICCM Symposium 2002

- Jane Hinwood,
Photographic Conservator
- Jean Holland,
Supervising Conservator
- Samantha Shellard,
Paper Conservator
- Helen McPherson,
Packaging Team Leader

AICCM Victorian Branch

- Jane Hinwood,
Photographic Conservator
- Samantha Shellard, Paper Conservator

ALIA Expert Group on Government Publications

- Dianne Beaumont, Government
Publications Librarian (Secretary)
- Penny Scott, Serial Acquisitions
Manager (Convenor)

ALIA Library and Information Week Reference Group

- Andrew Hiskens, Manager, Public
Programs (CASL representative)

ALIA Library Technicians' Section (National Section)

- Kerrie Kelly, Victorian Materials
Cataloguer (Secretary,
July–August 2001)

ALIA Library Technicians' Section (Victoria)

- Sandra Axford,
Victorian Materials Cataloguer
- Kerrie Kelly, Victorian Materials
Cataloguer (Convenor)

ALIA Information Literacy Forum

- Prue Mercer, Manager, Information
Services (President)

ALIA Public Libraries Conference 2001 Program Committee

- Damian Tyquin, Project Officer,
Library Network Unit

ALIA Reference and Information Services Section (RAISS)

- Margaret Smith, Collection
Development Librarian (National
President and Chair, RAISS
Conference 2001 Committee)

ALIA RAISS Conference Committee

- Janice Van de Velde, Manager, Online
Media Unit (Acting to Feb 2002)

ALIA RAISS (Victoria) 2001 Symposium Committee

- Leneve Jamieson, Customer
Information Services Manager
- Liz Jesty, Information
Development Manager
- Jan McDonald, Librarian,
Services Team

Arts Victoria Arts Access Committee

- Patricia Convery, Librarian, Disability
Services

ARTVICMM

- Anne Beaumont,
Applications Support Coordinator
- Indra Kurzeme, Manager,
Online Media Unit
- Ian Patterson, Manager,
Technical Services Division
- Janice Van de Velde, Manager, Online
Media Unit (Acting to Feb 2002)

Australian Library Collections Task Force

- Jill Wilson, Manager, Information
Resources (CASL representative)

Australian Pictorial Thesaurus Management Committee

- Shirley Firth, Digitising and
Special Collections Cataloguer
(CASL representative)

Australian Science and Technology Heritage Centre (University of Melbourne) Advisory Board

- Michael Bertie, Director,
Information Management

Australian Society of Archivists Victorian Committee

- Jock Murphy, Manuscripts Librarian

Belonging Exhibition Working Party

- Andrew Hiskens, Manager, Public
Programs (Chair)

CASL

- Frances Awcock, CEO and
State Librarian (Chair)

CASL Licensing and Consortia Working Group

- Penny Scott, Serial Acquisitions
Manager
- Jill Wilson, Manager,
Information Resources

CASL Partnerships in Education Working Group

- Prue Mercer, Manager, Information
Services

CASL Public Relations, Public Affairs and Communications Group

- Andrew Hiskens, Manager,
Public Programs (Chair)

CASL Reference Issues Working Group

- Prue Mercer, Manager,
Information Services

CAVAL Board of Directors

- Frances Awcock,
CEO and State Librarian

CAVAL CARM Centre Advisory Committee

- Alan Howell, Manager,
Preservation and Storage

CAVAL Council

- Michael Bertie, Director,
Information Management

CAVAL Disaster Management Group

- Mary Cox,
Collection Storage Manager

CAVAL Working Party on Digital Licences

- Penny Scott,
Serial Acquisitions Manager

Centre for Community Networking Research (Monash University) Advisory Board

- Michael Bertie, Director,
Information Management

Centre for Contemporary Photography Board

- Clare Williamson, Exhibitions Curator

City of Maribyrnong Public Art Advisory Panel

- Clare Williamson, Exhibitions Curator

City of Melbourne Public Art Committee

- Clare Williamson, Exhibitions Curator

City Network of Volunteer Managers

- Cathy Miller, Customer Programs and Volunteers Manager

Community Capacity Building Information Systems Advisory Group, Victorian State Government, DPC, 2001

- Gary Hardy, Manager, Business Development, VICNET

DINA (Victoria)

- Patricia Convery, Librarian, Disability Services

Dromkeen Libraries Award Judging Panel

- Debra Rosenfeldt, Events Manager

e-commerce Association of Central Victoria

- Sandie Downey, Project Manager, VICNET

***English in Australia* (journal of the Australian Association for the Teaching of English) Review Board**

- Agnes Nieuwenhuizen, Australian Centre for Youth Literature Manager

Ethnic Communities' Council of Victoria Media and Arts Committee

- Colleen McCombe, Project Officer

ISAA (Victorian Branch)

- Walter Struve, Librarian, Services Team (Secretary)

Institute for the Study of French–Australian Relations Committee

- Dianne Reilly, La Trobe Librarian

IGPL

- Andrew Hiskens, Manager, Public Programs

Melbourne Committee for the East Timor Community Computer Project

- Jan Carr, Skills.net Contracts and Development Manager

Melbourne University 150th Anniversary Events and Promotions Task Force

- Andrew Hiskens, Manager, Public Programs

PADI International Advisory Group

- Alan Howell, Manager, Preservation and Storage

PictureAustralia Steering Committee

- Anne Beaumont, Applications Support Coordinator

Skills.net Association Cooperative

- Gary Hardy, Manager, Business Development, VICNET (Secretary)

Statewide Disability Project Steering Committee

- Patricia Convery, Librarian, Disability Services

TAFE Frontiers Board

- Gary Hardy, Manager, Business Development, VICNET

Thomas H Woodrow Award for Outstanding Information Management Student

- Nicole Wiseman, Project Officer, Library Network Unit

UNESCO Australia Memory of the World Committee

- Alan Howell, Manager, Preservation and Storage

VICLINK Collection Management Co-operative

- Margaret Smith, Collection Development Librarian

VARLAC Management Committee

- Jill Wilson, Manager, Information Resources (Chair)

VADL Steering Committee

- Jill Wilson, Manager, Information Resources

Victorian Academic Libraries (CAVAL) Reference Interest Group

- Marg McCormack, Australian Literature and History Collection Librarian

Victorian Council of the Arts

- Frances Awcock, CEO and State Librarian

Victorian Industry Council Roundtable

- Agnes Nieuwenhuizen, Australian Centre for Youth Literature Manager

Victorian Kinetica Users Group

- Barbara Czech, Cataloguing Services Manager

Victorian Kinetica Users Group, Cataloguing Interest Group

- Lois Burgess, Victorian Materials Cataloguing Team Leader

Vision Australia Young Adult Award Judging Panel

- Agnes Nieuwenhuizen, Australian Centre for Youth Literature Manager (Chair)

Whole of Victorian Government Lotus Notes Reference Group

- Paul Maloney, Lotus Notes Administrator

Staff Professional Activity

SELECTED PRESENTATIONS, TALKS AND PAPERS

Awcock, Frances

'Building and renovating – heritage preservation in a digital age: A case study of the State Library of Victoria', IFLA Library Buildings and Equipment Seminar, Boston, August 2001.

CEO 'challenge' address to guests at the inaugural Keith Murdoch Oration, Melbourne, 11 October 2001.

Opening address, ALIA RAISS Symposium, Revelling in Reference, October 2001.

'Managing organisational knowledge: Making the most of what you know', International Knowledge Management Conference, University of Melbourne, January 2002.

International Baccalaureate 2001 Diploma Awards address and presentation to the top students in Victoria, Queen's Hall, Parliament House, 3 March 2002.

'Contribution of libraries to a knowledgeable society', Knowledge Management Conference for High School Principals, Melbourne, May 2002.

ALICCM Symposium keynote opening address, Melbourne, April 2002.

Book reviews, ABC Radio 774 Melbourne, 'Breakfast with Lynne Haultain'.

Bateman, Paul

'Boys, sport and poetry', Australian Centre for Youth Literature Professional Development seminar, State Library of Victoria, Melbourne, 5 June 2002.

Bates, Adrian and Downey, Sandie

'The birth of the Skills.net Association', Joint International Summit on Community and Rural Development, Duluth MN, July 21–25 2001, http://www.skills.net.au/download/birth_of_the_Skills.net_Association.doc

Beaumont, Anne

'Migrating serials from one ILMS to another', ASSIG, August 2001.

'PictureAustralia', joint presentation with staff of the National Library of Australia at the ALIA Public Libraries Conference, November 2001.

'How search access logs can be used to improve success rates for searchers', VALA2002, e-volving Information Futures, Melbourne, 6–8 February 2002.

Ben, Katrina and Holland, Jean

'Construction of book cradles: The State Library of Victoria's approach', ALICCM Symposium 2002, Conservation of Paper, Books and Photographic Materials, State Library of Victoria, Melbourne, April 2002.

Bertie, Michael

Expert witness to panel reviewing the School of Information Management and Systems, Monash University, August 2001.

Victorian Public Libraries Policy briefing presented to a Municipal Association of Victoria seminar, July 2001.

Chair, Closing Session ALIA Public Libraries Conference, November 2001; Inaugural Meeting, Australia–New Zealand Voyager User Group, January 2002.

Introduced and chaired Optus Business Forums, October 2001 (2 in total); Library Futures Forums (5 in total).

Burrows, Anne

'Genealogy and the State Library of Victoria Genealogy Collection', interview with Deborah Giam, 3RRR, 23 October 2001.

'The Genealogy Centre of the State Library of Victoria and some sources for South Australian family history', Sunbury Family History Society, Sunbury, 1 December 2001.

'Some sources for South Australian family history research', Australian Institute of Genealogical Studies, North-West Area, 20 August 2001.

'Genealogy and the Helen Macpherson Smith Genealogy Centre', radio interview on 3AK, 'Saturday afternoon with Brett Dehoedt', 11 May 2002.

'Publicans or professors? Genealogy searching at the State Library', Dome Open Day, 30 June 2002.

'The State Library of Victoria on Historic Gippsland Cemeteries Committee', Baw Baw Technology Centre, Trafalgar, 10 April 2002.

Carstensen, Kerrie

'Business information research – tips and trials', International Focus Group of the Australian Institute of Management, 7 March 2002.

Convery, Patricia

'Disability services at the State Library', presentation to blind citizens, 17 January 2002.

'Disability services at the State Library of Victoria', Information and Disability, Monash University, Caulfield, 18 December 2001.

'Disability services at the State Library of Victoria', presented during Mental Health Week, 9 October 2001; to volunteers of Citizen's Advice bureaux of Victoria, 5 November 2001 and to Swinburne Library Studies students, 7 March 2002.

Cowley, Des

'Ferdinand Bauer and the art of botanical illustration', Australian Plant Society, State Library of Victoria, 6 June 2002.

'The voyage of Louis and Rose Freycinet', Talking About Treasures seminar, State Library of Victoria, 19 June 2002.

Cox, Mary

'Managing mould outbreaks at a newspaper archive', AICCM Symposium 2002, Conservation of Paper, Books and Photographic Materials, State Library of Victoria, Melbourne, April 2002.

Cunningham, Andrew and Stillman, Larry

'Multilingual presence and possibilities: A paper for technology, globalisation, and multicultural services', Technology, Globalization and Multicultural Services in Libraries Conference, Buffalo NY, August 14–16 2001, <http://home.vicnet.net.au/~larrys/work/The Open Road Project.rtf>

'The Open Road: Language technology developments and public library services', VALA2002, Melbourne, 6–8 February 2002, <http://www.vala.org.au/vala2002/2002pdf/46CunSti.pdf>

Feighan, David and Schmidt, Peter

'Gee, I didn't think it was going to be that much: A report on the issues and implications of technically sustainable and affordable bandwidth for Australian libraries', VALA2002, Melbourne, 6–8 February 2002, <http://www.vala.org.au/vala2002/2002pdf/42Feighn.pdf>

Fitzgerald, Brendan

'The relationship between content creation and infrastructure: Libraries Online projects', Lowanna College Learning Technologies Conference, 23 August 2001.

Fitzgerald, Brendan and Savage, Frances

'From aardvark to xylophone, to bandwidth from telephone', VALA2002, Melbourne, 6–8 February 2002, <http://www.vala.org.au/vala2002/2002pdf/43FitSav.pdf>

Fitzgerald, Brendan and McGlinchey, Stephanie

'What's overseas from the Internet: Findings of the Victorian public library collaborative online reference project', ALIA Public Libraries Conference, Melbourne, 14–16 November 2001.

Hardy, Gary

'Communication rules, OK? Somewhere between a pub, a newspaper and a library', Fifth National Information Literacy Conference – Information Literacy: The Social Action Agenda, Adelaide, 30 November – 1 December 2001.

'The Information Society – the blind men and the elephant', Keynote address, Smart Communities Forum, Launceston, 21–22 August 2001.

'Succession planning for community and online community', paper presented to Smart Communities Forum, Launceston, 21–22 August 2001.

Hinwood, Jane

'Low temperature storage for the State Library of Victoria redevelopment', AICCM Symposium 2002, Conservation of Paper, Books and Photographic Materials, State Library of Victoria, Melbourne, April 2002.

Edited preprints for the AICCM Symposium 2002, Conservation of Paper, Books and Photographic Materials, State Library of Victoria, Melbourne, April 2002.

Howell, Alan

'Preserving digital information: Challenges and solutions', Victoria University, Wellington, NZ, November 2001; Artlab, Adelaide, December 2001; CAVAL, Bundoora, May 2002.

'Preserving your digital information: Guidelines for conservators', AICCM Symposium 2002, Conservation of Paper, Books and Photographic Materials, State Library of Victoria, Melbourne, April 2002.

'The cost of continuity', Digital Continuity: A Forum on the Role of Australian Universities, Melbourne, November 2001.

Jamieson, Leneve

'The Virtual Reference Desk: what is it?', facilitated workshop for the ALIA RAISS Symposium, Revelling in Reference, Melbourne, 13 October 2001.

Jeffery, Fiona

'The Theatre Programme Collection at the State Library of Victoria', radio interview on 3CR's 'Curtain Up with John Gunn', 14 April 2002.

Jesty, Liz

'Receiving, responding and recording research and reference enquiries electronically – the new 3Rs in enquiry services', VALA2002, Melbourne, 6 February 2002.

Lewis, Mary

'The Argus Collection', presented to librarians and the Pictorial Editor from the Age, 22 February 2002.

'Don't throw it out: the Ephemera Collection in the La Trobe Picture Collection, 1850–2000', keynote address at the Ephemera Society Symposium, 16 March 2002.

'An introduction to the Picture Collection and its architectural resources', presentation to staff of conservation architects Allan Lovell and Associates, 19 March 2002.

'The La Trobe Portrait' presented to the La Trobe Society in the presence of the Governor, Old Treasury Building, 5 December 2001.

McCaul, Dermot

'Reshaping the Arts Library', Collections Committee of the Library Board of the State Library of Victoria, 8 May 2002.

Mercer, Prue

'Information literacy, leadership and lifelong learning', Queensland Public Libraries' Association Conference, Gold Coast, 27 May 2002.

'Information literacy standards', panel discussion at CRIG User Education Seminar, Roadkill on the Information Highway – Information Literacy: Rhetoric and Practice, Melbourne, 21 November 2001.

'Leadership, information literacy and lifelong learning', ALIA Schools Victoria Conference, Melbourne, 16 March 2002.

'Reference – the first and last frontier: Reference librarianship, change and challenge', ALIA RAISS Symposium, Revelling in Reference, Melbourne, 12 October 2001.

'Reference services at the State Library of Victoria' presented to RMIT University Information Management students, Melbourne, 8 October 2001 and 27 March 2002.

Murphy, Jock

'An introduction to the Matthew Flinders Exhibition', presented on behalf of the State Library Foundation to members of the National Trust and a Melbourne City Council precinct group.

'Ned Kelly: The archive', Australian Society of Archivists, Victorian Branch, 4 October 2001.

'Women's archives and the State Library of Victoria's Manuscripts Collection', Lyceum Club, 23 April 2002.

'The State Library of Victoria's Manuscripts Collection', English Speaking Union, 16 May 2002.

Brief presentation on Jewish manuscripts to Mr. Laurence Joseph, Executive Director of the Gandel Trust for the Library Foundation, 30 May 2002.

Presentation about the Jerilderie Letter to guests of the Trust Company of Australia for the Library Foundation, 12 June 2002.

Murphy, Kylie

'Using research to make "user"-focused service improvements'. 2001 RAISS Symposium, Revelling in Reference, Melbourne, 13 October 2001.

Nieuwenhuizen, Agnes

'Young Australians Reading', presented to the WASLA Conference, Perth; VATE, Melbourne; ALIA, Melbourne; ABA, Sydney; Somerset Celebration of Literature, Gold Coast.

Presentations to 'The Future of the Past' forum, State Library of NSW; the Western Region English Teachers Seminar, Melbourne; Creative Writing Course students, University of Melbourne; and the Books Alive Reference Group, Sydney.

O'Connor, Juliet

'Development of the picture book', presentation to Vermont Secondary College, State Library of Victoria, 28 May 2002.

'Australian children's poetry', Australian Centre for Youth Literature Professional Development seminar, State Library of Victoria, 5 June 2002.

Patterson, Ian

'State Library ICT systems', Charles Sturt University students, July 2001

'IP Telephony', a State Library workshop for Victorian Government departments and the Victorian Telecommunication Users Group, August 2001.

Patterson, Ian and Clifford, Philip

'IP Telephony and thin clients', Library Futures Forum, July 2001.

Phemister, Katrina, and Lobos, Carlos

Professional Development for teachers and librarians at the State Library of Victoria, organised with the Department of Education's LOTE and Multicultural Education Unit, October 2002.

Reilly, Dianne

'Remembering Patsy Adam-Smith: A tribute to the State Library of Victoria's first field historian', presented at Memorial Service, 26 October 2001.

'Treasures of the State Library of Victoria', presented to Ringwood Probus Club, 6 July, and to the Canterbury Caritas Committee, 18 September 2001.

Schmidt, Gail

'Needle in a haystack: Refining Internet searching skills', ALIA 10th National Library Technicians Conference, Hobart, August 2001.

'Genealogy and the Internet', ALIA CPD workshop, Rivers of Opportunity II, Albury, April 2002.

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Scurfield, Judith

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Stillman, Larry, and Hardy, Gary

'Knowledge management: disorientating reorientations for third sector organisations', Global Networking 2001, Buenos Aires, December 2001, <http://home.vicnet.net.au/~larrys/papers/ba/> (Co-authored with Don Schauder and Mark Samuel-King.)

Tyquin, Damian

'Marketing Victorian public libraries for a savvy society', Queensland Public Library Association Annual Conference, Surfers Paradise, May 2002

Van de Velde, Janice

Chair for ALIA RAISS Conference workshops, October 2001.

Presentations to the National Library Board of Singapore, April–May 2002.

Wild, Amanda

'SLV conservation programs', Techs on Tour, State Library of Victoria, Melbourne, July 2001.

'Conservation aspects of exhibition preparation', Public Records Office and Museums Australia, Melbourne, July 2002.

Williamson, Clare

Chair, 'Photography and the collection' forum, Centre for Contemporary Photography, Melbourne, 26 June 2002.

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Cunningham, Andrew

'Musings on libraries and multilingual Internet access', IFLA. Section on Online Services to Multilingual Populations, *Online Newsletter*, no. 2, Spring 2002. p. 3, <http://www.ifla.org/VII/s32/news/no2-02.pdf>

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Hinwood, Jane

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Lewis, Mary

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McCaul, Dermot

' "You have how many recordings of Tosca?" The challenges of maintaining a recorded music collection', *Continuo: Newsletter of the Australian –New Zealand Branch of the International Association of Music Librarians*, Summer 2002 (not yet published).

'Salome: A scherzo with a fatal conclusion' and 'The Fiery Angel: Rediscovering Prokofiev's forgotten opera', program essays for Kirov Opera productions, 2002 Melbourne International Festival.

O'Connor, Juliet

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Reilly, Dianne

'Duties of no ordinary difficulty', *Victorian Historical Journal*, vol. 72, nos. 1 and 2, pp. 173–86.

Scurfield, Judith

'The Map Section of the State Library', *La Trobe Journal*, no. 68, Spring 2001, pp. 4–15.

'Obituary for Estelle Canning', *La Trobe Journal*, no. 68, Spring 2001, p. 3.

Tsara, Olga

'The postmodern advertising message: Take it or leave it', *All the Rage: The Poster in Victoria 1850–2000*, State Library of Victoria, 2001.

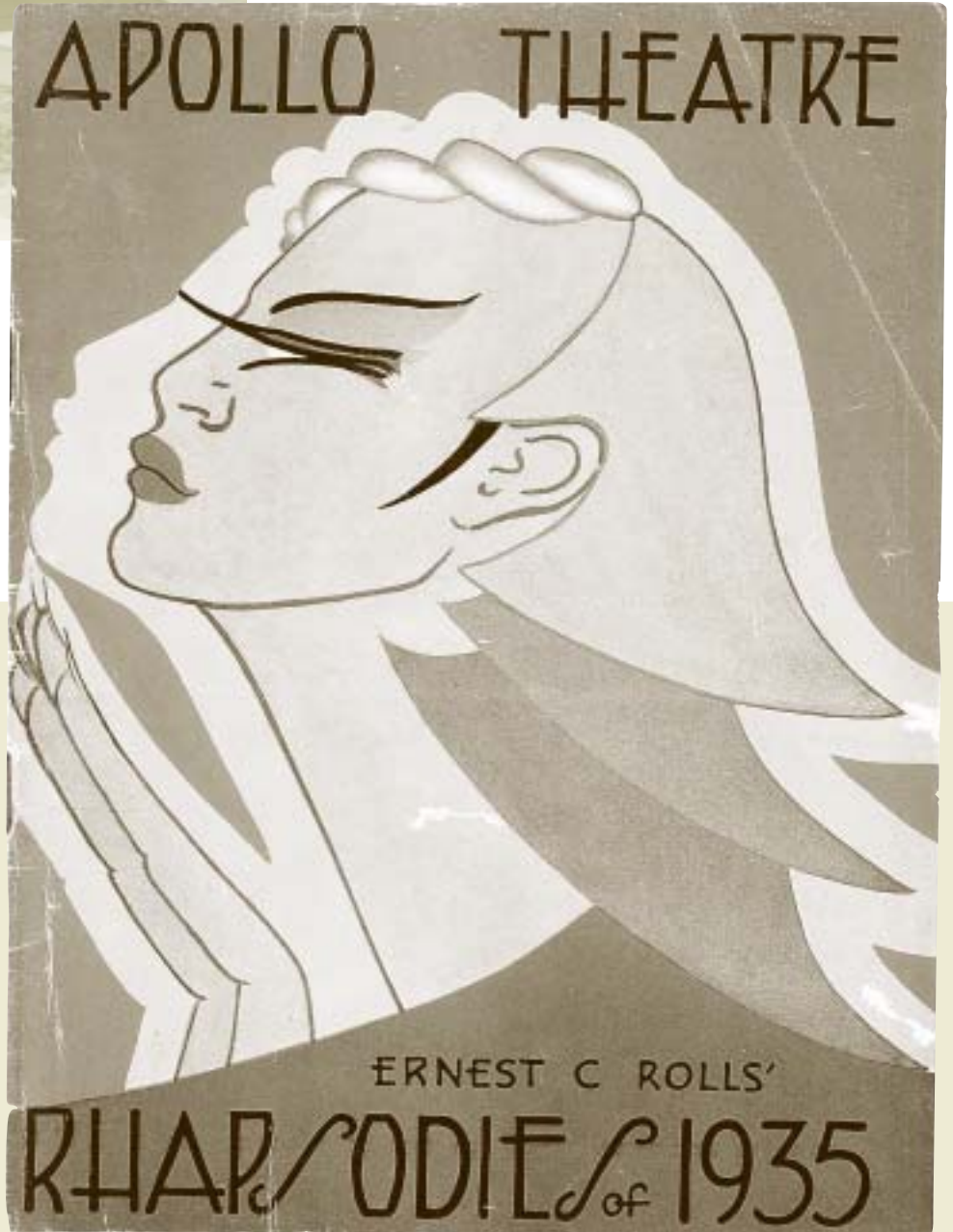
Williamson, Clare

'Light sensitive: The photographic work of Ewa Narkiewicz', Dianne Tanzer Gallery, Melbourne, August 2001.

GLOSSARY OF ACRONYMS

ABA	AUSTRALIAN BOOKSELLERS ASSOCIATION
AICCM	AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIALS
ALIA	AUSTRALIAN LIBRARY AND INFORMATION ASSOCIATION
ALIA RAISS	ALIA REFERENCE AND INFORMATION SERVICES SECTION
ARTVICMM	ARTS VICTORIA MULTIMEDIA GROUP
ASSIG	AUSTRALIAN SERIALS SPECIAL INTEREST GROUP
CASL	COUNCIL OF AUSTRALIAN STATE LIBRARIES
CAVAL	COOPERATIVE ACTION BY VICTORIAN ACADEMIC LIBRARIES
CARM	CAVAL ARCHIVE ON RESEARCH MATERIALS
DINA	DISABILITY INFORMATION NETWORK AUSTRALIA
IFLA	INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS
IGPL	INTERNATIONAL GROUP OF PUBLISHING LIBRARIES
ISAA	INDEPENDENT SCHOLARS ASSOCIATION OF AUSTRALIA
PADI	PRESERVING ACCESS TO DIGITAL INFORMATION
VALA	VICTORIAN ASSOCIATION FOR LIBRARY AUTOMATION
VADL	VICTORIAN ACADEMIC DIGITAL LIBRARY
VARLAC	VICTORIAN ACADEMIC AND RESEARCH LIBRARIES ACQUISITION CONSORTIUM
VATE	VICTORIAN ASSOCIATION FOR THE TEACHING OF ENGLISH
VICLINK	VICTORIAN PUBLIC LIBRARY NETWORK
WASLA	WEST AUSTRALIAN SCHOOL LIBRARY ASSOCIATION

Top left: Conservator Katrina Ben and Librarian Fiona Jeffery. Centre right: Ernest C. Rolls' Rhapsodies of 1935, Apollo Theatre. Centre left: Dame Nellie Melba, Melba: Australian Concert Tour 1902. Bottom: Dame Nellie Melba, The Melba Grand Opera Season: Faust, 1911. (All items: Theatre Programme Collection.) See page 61 for more information.



State Library of Victoria Foundation

- The Foundation has generated a substantial increase in the level of financial support for the State Library in 2001–02. The focus of the Foundation's activities continues to underpin the Library's strategic initiatives. Specifically, the Foundation has:
 - worked closely with the corporate and philanthropic sectors to attempt to secure new naming rights sponsorships and project funding for spaces such as Experimedia, the Dome Galleries and the Arts Library
 - attracted funding for new and existing public programs including School Services, the Australian Centre for Youth Literature and the Premier's Literary Awards
 - attracted increased funding for Library acquisitions and conservation programs
 - raised additional funds through the Light the Dome campaign
 - provided substantially enhanced membership benefits for Foundation members and donors
 - promoted the work of the Library and its fundraising program through a variety of organisations, associations, professional and business groups
- The very generous support of Sir Keith Murdoch's children and grandchildren has continued in relation to the Keith Murdoch Gallery. The Murdoch family's commitment to the State Library and Foundation was demonstrated through their support of the inaugural Keith Murdoch Oration.

This bi-annual event honours the contribution of Sir Keith Murdoch who was Chairman of the Board of Trustees of the State Library from 1939 to 1945. Mr Rupert Murdoch AC delivered the oration to an audience of more than 400 guests, including the Hon. Steve Bracks MP, Premier of Victoria, and representatives from Australia's major corporations and community organisations. The oration was an outstanding success in profiling the State Library and its work to a largely new audience, building stronger links with current and potential supporters and generating funds for the Library. This event was generously sponsored by News Limited, Optus, Sun Microsystems and the Crown Entertainment Complex.

- Existing corporate sponsors Optus, BHP Billiton Petroleum and Ciba Specialty Chemicals continued to provide valuable support for the Library's Business Forums, Skills.net Roadshow and Conservation Programs respectively. The Foundation also remains most grateful for the support of naming rights sponsors: The Herald and Weekly Times Ltd, the Sir Donald and Lady Trescowthick Foundation, Village Roadshow Ltd, the Helen Macpherson Smith Trust and the Agnes Robertson Trust. The Foundation is also very appreciative of the pro bono advice provided by Freehills and the Public Relations Exchange and for the continuing support of Taltarni Vineyards.

- Philanthropic support from donors has increased for the Light the Dome fundraising program, an initiative of the Foundation's Events Committee. A number of panes of glass recently reinstated in the Dome have been named, and donations for the Seat in History program continue to accrue. The State Library's Dome Open Day on 30 June 2002 provided a unique opportunity for Foundation members and the general public to view the glass panels in the refurbished Dome and generated considerable interest in this initiative.
- Foundation members and donors enjoyed a substantially enhanced program of presentations and functions associated with the exhibitions in the Keith Murdoch Gallery, joint lectures with other associations and social events. These included:
 - the Annual Member's Dinner at the Savage Club with guest speaker Mr Nicholas Sampson, Headmaster, Geelong Grammar
 - a lecture, gallery talk and tour by Paul Brunton, Curator of *Matthew Flinders: The Ultimate Voyage*
 - presentations about, and gallery tours of, the Matthew Flinders exhibition for National Trust members and Melbourne Precinct Groups
 - the Garden History Society and Foundation lecture series, *Reviewing the Colonial Landscape*, with guest speakers Tim Bonyhady and Paul Fox
 - a lecture, gallery talk and tour by Celia Rosser, creator of *The Banksias: Watercolours by Celia Rosser from the Monash University Collection*

- gallery talks and tours of *The Banksias* for the Royal Botanic Gardens Director's Circle and the National Council of Women of Victoria
 - a talk and tour of the Library's conservation laboratories and *The Banksias* for the Australian Decorative and Fine Arts Society
 - members' hospitality at the Library's Dome Open Day
- The Foundation wishes to acknowledge the significant role played by volunteers who assist with bookplate processing, administrative tasks and *La Trobe Journal* work. With the assistance of such committed supporters, members, donors and volunteers, the Foundation is very well positioned to assist the Library achieve its strategic objectives.
- *The La Trobe Journal*, edited by Emeritus Professor John Barnes, has continued to provide scholarly and topical insights into the Library's collections. The Journal has grown in size and has been enhanced by the use of more colour plates than in previous years.
- The Foundation again provided significant funding to allow the State Library to purchase material for its collections including:
 - Peter Carey's *True History of the Kelly Gang* – a collection of manuscript material from the author
 - An album of watercolours by Charles Hammond dated 1942–47, depicting buildings, interiors, social events and views around Melbourne, the Dandenongs and Geelong.
- After five years of outstanding service, Julie Ann Cox stepped down as the Chair of the State Library of Victoria Foundation. Julie Ann has made an important contribution to the work of the Foundation both as Chair and as a member of the Executive and Business Committees. She has provided a strategic focus for the Foundation, which, under her leadership, has secured substantial levels of funding from both the corporate and philanthropic sectors. Julie Ann will remain on Foundation committees. The new Chair of the State Library of Victoria Foundation will be Stephen Kerr, currently Chair of the Business Committee.
- The Foundation is grateful for the contribution of all its Committee members. The Executive is supported by the Business Committee, the Events Committee, chaired by Rosalie Vaccari and the *La Trobe Journal* Committee, chaired by Emeritus Professor John Barnes.



Top: Participants in the Optus State Library of Victoria Business Forum, 'Women in Business: Why They Succeed', September 2001. From left: Kristina Noble (Citrus Internet), Fiona Sharkie (The Heat Group), Gillian Franklin (The Heat Group), Jann Kohlman (Optus) and Prue Goward (Federal Sex Discrimination Commissioner).

Bottom: Paul Brunton, curator of the Matthew Flinders exhibition, with Foundation members



Top: Sam Lipski AM at the launch of the Your Place in Our History donor program

Bottom: From left: Richard Tregear, Peter Laycock, Judith Tregear and Jenny McConnell at the end-of-year party for the Library's donors and volunteers

BUSINESS COMMITTEE

Mr Stephen Kerr (Chair)
Mr Martin Armstrong
Mrs Julie Ann Cox
Mrs Janet Calvert-Jones AM
Mr John Chalmers
Mr Sam Lipski AM
Mr John Mortimore
Mr Stephen Shelmerdine
to September 2001

Library representative:

Frances Awcock

Executive Director:

Jack Moshakis

Executive Officer:

Sabrina Campanile
joined November 2001

EVENTS COMMITTEE

Mrs Rosalie Vaccari (Chair)
Mrs Jan Albrecht
to December 2001
Mrs Primrose Bright
to February 2002
Dr Anne Colman
Mrs Julie Ann Cox
Ms Elizabeth Crosthwaite
Mrs Alexandra Grimwade
Mrs Beverley Joyce
Mrs Anne Keck
Mrs Val Lang
Mrs Jane Mann
to December 2001
Mrs Sally McKenzie
Mrs Sally O'Day
to February 2002
Mrs Leith Richards *from June 2002*

Library representatives:

Dianne Reilly and Shelley Roberts

LA TROBE JOURNAL COMMITTEE

Emeritus Professor John Barnes
(Editor)
Mr John Arnold
Mrs Yvonne Hurley
Associate Professor Wallace Kirsop

Library representative:

Cathrine Harboe-Ree
*to February 2002, Shane Carmody
from April 2002.*

Executive Director:

Jack Moshakis

Executive Officer:

Sandra Burt

STATE LIBRARY FOUNDATION

SPONSORS AND DONORS

BHP Billiton Petroleum
Optus
Ciba Specialty Chemicals Pty Ltd
Freehills
J B Were & Son Charitable Fund
La Trobe University
News Limited
Public Relations Exchange
Sir Keith Murdoch's children and grandchildren
Sun Microsystems
Taltarni Vineyards
The Herald & Weekly Times Ltd
The R E Ross Trust





Second row, left: image from Hal Missingham, Australian Alphabet, 1942, JKP 372.4145 M69A. Bottom right: Ida Rentoul Outhwaite, Cinderella's Dream, 192-?, JKP A823.2 OU8C. All other images from May Gibbs, About Us, 1912, RAREJLT A823.2 G354A. (All items: Children's Literature Collection.) See page 61 for more information.



Corporate Governance

THE LIBRARY BOARD OF VICTORIA

The Library Board of Victoria is a statutory body corporate established under Section 16 of the *Libraries Act 1988*.

FUNCTIONS AND POWERS

The functions of the Board are to do all things necessary to carry out its objectives and, without limiting the generality of its functions:

- to ensure the maintenance, preservation and development of a State Collection of library material including a comprehensive collection of library material relating to Victoria and the people of Victoria
- to ensure that library material in the State Collection is available to such persons and institutions, and in such manner and subject to such conditions as the Board determines with a view to the most advantageous use of the State Collection
- to ensure the availability of such other services and facilities in relation to library matters and library material (including bibliographical services) as the Board determines
- to arrange the publication and sale of reproductions of any library material in the State Collection
- to oversee the exhibition of material from the State Collection for information, education and entertainment
- to oversee cooperation in programs with libraries and information organisations to promote access to library and information services and resources

- to exercise leadership and promote high standards in the provision of library and information services
- to provide advice and information to the Minister on any matter concerning libraries and information organisations
- to perform any other functions appropriate to the Board as the Minister may approve.

In carrying out its functions, the Board must endeavour to contribute to the enrichment of the cultural, educational, social and economic life of the people of Victoria.

The Board has power to do all things necessary or convenient to be done for or in connection with the performance of its functions. (*Libraries Act 1988*)

MEMBERSHIP

The Library Board of Victoria consists of up to eleven members appointed by the Governor in Council on the recommendation of the Minister. Members represent particular interests in academia, business, local government, information services and the humanities. Members are appointed for terms of up to three years and are eligible for reappointment.

2001–02 Membership

Mr Sam Lipski AM (President)
 Dr Terry Cutler *from 4 June 2002*
 Ms Catherine Dale *from 4 June 2002*
 Ms Prue Digby *to 23 May 2002*
 Ms Susan Halliday *from 4 September 2001*
 Professor John Funder AO *to 23 May 2002*
 Mr Andrew Lemon
 Ms Hilary McPhee AO
 Mr Glenn Mescher *from 26 February 2002*

Ms Patricia O'Donnell
 Mr Kevin Quigley *from 4 June 2002*
 Mr Julian Stock
 Dr Richard Travers *to 23 May 2002*
 Dr Vicki Williamson *from 26 February 2002*

Chief Executive Officer
 and State Librarian:
 Frances Awcock
 Executive Officer:
 Kate Brown

The Library Board of Victoria met on twelve occasions in the period July 2001 to June 2002

STANDING COMMITTEES

Collections Committee

Provides advice to the Library Board of Victoria on issues concerning the acquisition, maintenance and promotion of the State Collection.

2001–02 Membership

Mr Andrew Lemon, Chair
 Mr John Arnold
 Ms Kay Craddock
 Ms Ainslie Dewe *from May 2002*
 Ms Patricia O'Donnell
 Mr Ian Renard
 Ms Dianne Reilly
 Dr Richard Travers

Library representative:
 Cathrine Harboe-Ree *to February 2002*, Shane Carmody *from April 2002*
 Executive Officer:
 Jill Wilson



Library Board of Victoria

Finance and Audit Committee

Advises the Library Board of Victoria on the most appropriate and cost effective way in which the Board may discharge its financial responsibilities and statutory reporting obligations on financial matters.

2001–02 Membership

Mr Julian Stock, Chair
Ms Prue Digby to May 2002
Mr Wayne Grant
Ms Julie Shepherd

SLV representatives:

Frances Awcock, Ann Oldham to May 2002, Paul Read
Executive Officer:
Tony Pignatelli



Top, from left: Julian Stock, Sam Lipski AM, Kevin Quigley, Dr Terry Cutler, Susan Halliday, Frances Awcock, Stephen Kerr.

Bottom, from left: Patricia O'Donnell, Glen Mescher, Hilary McPhee AO, Dr Vicki Williamson, Andrew Lemon, Catherine Dale.

State Library of Victoria Foundation Committee

Assists the Library to develop, maintain and promote its collections of material relating to Victoria and attracts and retains for the Library the continuing interest and financial support of the Victorian community.

2001–02 Membership

Mrs Julie Ann Cox, Chair
Mr John Arnold
Emeritus Professor John Barnes
from February 2002
Mr David Bennett QC
Mr John Chalmers
Dr Anne Colman *from May 2002*
Mr Andrew Coloretti *to July 2002*
Professor John Funder AO
from March 2002
Mrs Kerry Gillespie
Ms Elizabeth Gillies
Mrs Suzanne Hunt *to March 2002*
Ms Sue Hurley *to June 2002*
Mr Stephen Kerr
Mr Robert D Lang *from May 2002*
Mr Sam Lipski AM
Mrs Maria Myers *from February 2002*
Ms Dorothy Pizzey AM
Mrs Rosalie Vaccari

SLV representatives:

Frances Awcock, Cathrine Harboe-Ree
to February 2002, Shane Carmody
from April 2002
Executive Director:
Jack Moshakis
Executive Officer:
Sabrina Campanile
from November 2001

Project Control Group

Advises the Minister for the Arts and the Minister for Planning on the progress of the Library's redevelopment project.

2001–02 Membership

Mr Sam Lipski AM, Chair
Mr Dennis Carmody
Mr Andrew Lemon
Mr James Cain
Dr Richard Travers *to May 2002*
Mr John Weston

Library representatives:

Frances Awcock, Ann Oldham
to May 2002, Stuart Pickering
Executive Officer:
Kate Brown

Major Events Advisory Committee

In July 2002 the Premier's Literary Awards Committee and the Sesquicentenary Major Events Advisory Committee were merged to form the Major Events Advisory Committee. This new Committee advises on the planning and delivery of the State Library's calendar of events including the Victorian Premier's Literary Awards, the re-opening of the Domed Reading Room in 2003 and the Library's sesquicentenary in 2004, with the aim of raising the profile of the Library as an active, innovative and valuable institution.

2001–02 Membership

Mr Sam Lipski AM, Chair
Ms Jo Bramble
Mrs Julie Ann Cox
Mr Andrew Lemon
Ms Hilary McPhee AO
Ms Ailsa Piper
Mrs Rosalie Vaccari

Library representatives:

Frances Awcock, Cathrine Harboe-Ree
to February 2002, Shane Carmody
from April 2002, Andrew Hiskens,
Jack Moshakis
Executive Officer:
Debra Rosenfeldt *to February 2002*,
Giovanna D'Abaco *from April 2002*

Victorian Library Network Committee

Provides advice to the Library Board of Victoria on issues concerning statewide library development and cooperation and assists the Board in promoting and developing library and information services and resources.

2001–02 Membership

Ms Patricia O'Donnell, Acting Chair
Mr Bruce Davidson
Mr Graham Dudley
Cr Rod Fyffe
Mr Earle Gowe
Ms Clare Hargreaves
Ms Barbara Horn
Ms Wendi Greenaway
Ms Sue McKnight
Ms Bronwen Parsons

Library representatives:

Frances Awcock, Michael Bertie,
Stuart Hall, Judy Peppard
to January 2002, Debra Rosenfeldt
from February 2002
Executive Officer:
Tonya Lewis *to May 2002*

VICNET Committee

Provides advice to the Library Board of Victoria on issues concerning the strategic directions, business planning and ongoing monitoring of VICNET.

2001–02 Membership

Mr Julian Stock, Chair
Mr Craig Anderson
Dr Rhonda Galbally AO
Mr Stewart Lunn *to July 2001*
Mr Colin Morrison
Ms Donna Martin

Library representatives:

Frances Awcock, Michael Bertie
Executive Officer:
Stuart Hall

FREEDOM OF INFORMATION

During 2001–02 there was one Freedom of Information request received and processed.

Handling the requests for access to documents under the Act is the responsibility of the Library's Freedom of Information Officer:

Kate Brown
State Library of Victoria
328 Swanston Street
Melbourne, 3000

This section of the report contains information required to be published annually under Part II of the Freedom of Information Act 1982 ('the Act').

OPERATIONS

The Library Board of Victoria oversees the management of the State Library of Victoria and the administration of funds for the development of a statewide network of public libraries. The functions of the Board are to do all things necessary to carry out its objectives.

CATEGORIES OF DOCUMENTS

Documents that are maintained in the possession of the agency include:

- documents prepared for briefing the Premier
- internal working papers of the Library
- correspondence from Ministers and Members of Parliament, government departments and agencies, members of the public and private sector
- records relating to accounts
- personnel and salary records
- organisation and accommodation records.

ACCESS ARRANGEMENTS

Access to documents may only be obtained through written request. Applications should be as specific as possible to enable the Freedom of Information Officer to identify relevant documents as quickly and efficiently as possible. As required by the Act, all reasonable steps are taken to enable the applicant to be notified of a decision concerning the release of documents as soon as practicable, and not later than 45 days after the day on which the request is received by the Library.

LITERATURE AVAILABLE BY SUBSCRIPTION OR FREE MAILING LISTS

Literature available from the Library by subscription or free mailing lists includes:

- *State Library of Victoria News*
- *The La Trobe Journal*

AVAILABILITY OF ADDITIONAL INFORMATION

Information available to the relevant Minister, Members of Parliament and the public upon request is as follows:

- a statement that declarations of pecuniary interests have been duly completed by all relevant officers
- details of shares held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary
- details of publications produced by the Library about the Library and the places where the publication can be obtained
- details of changes in prices, fees, charges, rates, and levies charged by the Library
- details of any major external reviews carried out on the Library
- details of any major research and development activities undertaken by the Library

- details of any overseas visits undertaken, including a summary of the objectives and outcomes of each visit
- details of major promotional, public relations and marketing activities undertaken by the Library to develop community awareness of the Library and the services it provides
- details of assessments and measures undertaken to improve the occupational health and safety of employees
- a general statement on industrial relations within the Library and details of time lost through industrial incidents and disputes
- a list of major committees sponsored by the Library, the purposes of each committee and the extent to which the purposes have been achieved.

PECUNIARY INTERESTS

Declarations of pecuniary interests were duly completed by all Board members and relevant officers.

NATIONAL COMPETITION POLICY

An internal review of all fees and charges commenced during the reporting period, with the aim of ensuring all fees and charges comply with the necessary costing policy.

The Library's internal auditor also conducted a review of fees and charges applying to photocopying and publications. The implementation of an activity-based costing model is being implemented for the Library's VICNET operations which, if successful, may be utilised for other trading operations.

CONSULTANCIES

There were no consultancies worth more than \$100,000. There were 76 consultancies each worth less than \$100,000 with a total value of \$796,913.

MERIT AND EQUITY STRATEGIES

MANAGING DIVERSITY

- Training and development programs based on training needs are conducted with staff as part of the performance management process.
- The Library aims to encourage a process of continued improvement by regularly reviewing policies, practices and services to ensure they meet the needs of its diverse customer base.
- Recruitment processes are designed to encourage a diverse field of suitably qualified applicants.
- Grievance processes exist in order to provide a consistent avenue for identifying issues related to managing the Library's diverse workforce.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

- Study leave provisions for approved studies are available to all staff.
- Training and development initiatives are tailored to ensure all staff have equal opportunities to obtain access to training.
- Job design processes take into account EEO considerations and, where appropriate, remove any factors which may discriminate against a recognised group.
- The grievance process is open to all staff.

- The performance management system provides a consistent and equitable method of managing performance and remuneration.

ANTI-DISCRIMINATION

- Staff regularly involved in recruitment and selection receive information and education on legislative requirements and anti-discrimination issues.
- The formation of selection panels must take into consideration and, where necessary, take action to reduce the potential for discrimination.
- The grievance policy provides a clear mechanism for dealing with allegations of discrimination.

INDUSTRIAL GRIEVANCES

- The Library has a clear grievance process, which enables conciliation, resolution or referral of grievances.

OHS PERFORMANCE MEASURES

The OHS Policy and Procedure Manual has been in the implementation phase for over 12 months. The training and communication strategies are in the second stage of the implementation program that will run for the next 12 months. Data is currently being collected and measures identified for future review.

RESPONSIVENESS TO CULTURAL DIVERSITY

The State Library of Victoria responds to cultural and linguistic diversity in line with its *Strategic and Business Plan 2001–2004*, particularly:

- Objective 1a – to increase the depth and range of resources in the collection
- Objective 1c – to increase access to the collection and the Library's information resources and services
- Objective 2c – to increase community involvement in online, library and information resources and programs
- Objective 3b – to increase participation in the Library's cultural and educational programs.

The key strategies for achieving these objectives are:

- collecting and making available information resources in community languages
- enhancing access for community groups through training, portal development and community consultation
- providing leadership of the public library sector
- providing relevant public programs.

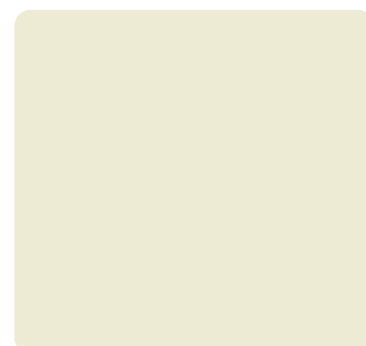
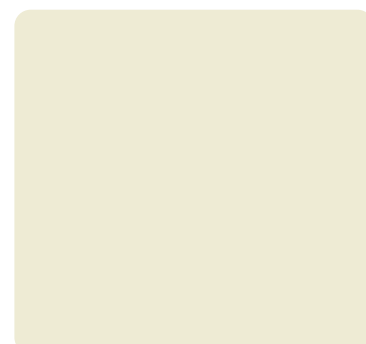
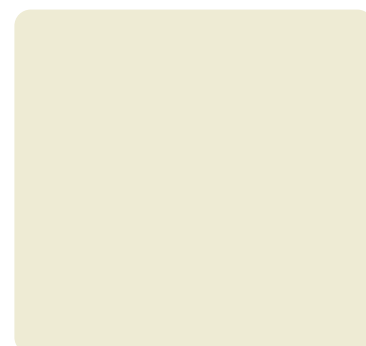
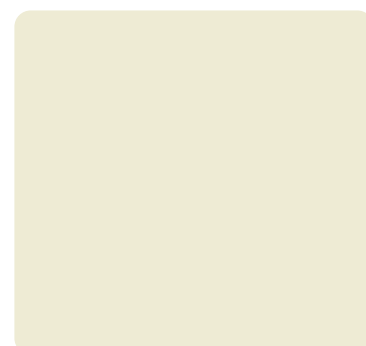
Highlights for 2001–02 included:

- providing training through the Skills.net program, with approximately 10% of providers delivering training and access to people from linguistically diverse backgrounds. Many funded organisations have developed multilingual training materials and provide bilingual support for their participants.
- maintaining and developing the Open Road Web site, which provides access, in community languages and scripts, to a selection of quality online resources relevant to twelve Victorian language communities. The Open Road site is recognised internationally for its leadership in community language access to the Internet.

- managing the mc2 online communities application, funded by the State Government through Multimedia Victoria, to facilitate community use of the Internet. The program is developed to work with community languages.
- developing updated guidelines for multicultural public library services. 'Responding to Our Diversity' provides a framework for libraries to develop appropriate and relevant library services for Victoria's linguistically and culturally diverse communities, replacing the 1982 Standards for Multicultural Public Library Service.
- conducting a series of community consultations throughout Victoria, in partnership with the Ethnic Communities' Council of Victoria, to gain an understanding of how people from linguistically diverse backgrounds are using the Internet
- taking authors from culturally diverse backgrounds to regional Victoria as part of the Writers on the Road program and incorporating issues of cultural diversity in the Library's youth literature programming.

Performance measures for 2002–03 will include:

- % of service delivered to people from linguistically diverse backgrounds (Skills.net)
- the number of community languages available and the number of user sessions (Open Road).



About the Collection Items in This Report

PAGE 10: GOLD MOURNING BROOCH AND PLANS FOR CORIYULE (Picture Collection and Australian Manuscripts Collection)

The mourning brooch illustrated is testament to the friendship of Miss Anne Drysdale (1792–1853), a pioneer who arrived in the Port Phillip District in March 1840, and her long-term companion, Miss Caroline Newcomb (1812–74), who arrived in Victoria in 1836 as governess to the daughters of John and Eliza Batman. Miss Drysdale and Miss Newcomb met in 1840 and in 1848 established a pastoral run near Geelong called *Coriyule*. The following year they commissioned the architect Charles Laing to build a large stone homestead, which still stands.

This beautiful brooch, made from wrought gold and Miss Drysdale's hair, was commissioned by Miss Newcomb after the death of her companion. It will be displayed, along with other items illustrating the early years of Victoria's history, in one of the permanent exhibitions in the Dome Galleries, *Views from the Dome: A History of Victoria*.

PAGE 12: THE JERILDERIE LETTER AND DRAFTS FOR PETER CAREY'S *TRUE HISTORY OF THE KELLY GANG* (Australian Manuscripts Collection)

In 2001 the Library acquired both the drafts of Peter Carey's *True History of the Kelly Gang*, and the laptop computer on which the novel was written. The collection provides

evidence of the development of the novel, and the many changes that Carey made to it over an extended period. A substantial portion of the collection also exists only in an electronic form, as emails on the computer. *True History of the Kelly Gang* subsequently won the 2001 Booker Prize for Fiction.

Ned Kelly's original Jerilderie Letter was acquired by the Library in 2000. The Jerilderie Letter was a formative influence on the development, structure and language of Carey's novel.

PAGE 20: THE W G ALMA CONJURING COLLECTION (Arts Collection)

The W G Alma Conjuring Collection was donated to the State Library of Victoria by William George Alma (1904–93), an internationally successful magician and manufacturer of conjuring equipment. The collection contains more than 3,300 books, 60 magazine titles, 1,500 photographs, 250 posters and 400 detailed research files on individual magicians, as well as numerous scrapbooks, newspaper clippings, programmes, letters and postcards, and other magic memorabilia. The collection also contains more than 150 pieces of conjuring apparatus and props. Highlights of the collection are some of Alma's carefully detailed scale models of the apparatus used for such spectacular stage illusions as 'The Disembodied Princess' and 'Scimitars of Baghdad'.

When Alma donated his magicana collection to the Library, he stipulated that access to the models and detailed tricks of the trade should be limited to magicians and bona fide researchers, so that the art of the illusionist would continue to puzzle and astonish audiences for years to come.

PAGE 25: PAINTINGS FOR THE STAWELL GALLERY (Picture Collection)

Alfred Flood was a cook who owned a stall at the Eastern Market. He was also a painter who executed several paintings of familiar Melbourne landmarks, including the new Princes Bridge, the Princess Theatre and Government House. They are characterised by the artist's naïve style and his painstaking attention to detail. In *Princes Bridge*, Flood depicts the second single span Princes Bridge, erected in 1850 and later demolished in 1884 for the present bridge, which opened in 1888. The view looks west through the bridge to the busy Queen's Wharf beyond. Rowing teams can be seen sculling past the premises of James Edwards, boat-builder, situated on this site since the 1860s.

Princes Bridge and the portrait of Mrs George Russell are some of the many paintings Library visitors will see when works from the La Trobe Picture Collection's extensive painting collection are displayed in the Stawell Gallery from late 2003.

**PAGE 28: JOHN JAMES AUDUBON'S
BIRDS OF AMERICA**
(Rare Books Collection)

John James Audubon's *Birds of America* was published in 87 parts from 1827 to 1838. The Library's copy, acquired by Sir Redmond Barry in 1871, is bound in four double elephant folios (over a metre in height) and is complete with 435 hand-coloured aquatint plates. It is believed that Audubon issued fewer than 200 copies of the work, many of which have subsequently been broken up for their individual plates. Audubon's *Birds of America*, along with the works of John Gould, is today considered the greatest of all books relating to ornithology.

PAGE 32: JOHN BATMAN'S JOURNAL
(Australian Manuscripts Collection)

In May and June of 1835, John Batman led an expedition from Launceston to Port Phillip in search of new land. The journal Batman kept on that voyage is now held in the Library's Australian Manuscripts Collection, and records Batman's claim to have purchased the land around what would become Melbourne and Geelong from the local Aboriginal community. It is thus a record of both the beginning of European settlement in the Port Phillip district, and of the dispossession of the Aboriginal people whose traditional lands were rapidly occupied.

The page illustrated shows Batman's entry for 8 June 1835, in which he described a journey made up the Yarra River to what he famously

described as 'the place for a village', subsequently the site of the city of Melbourne. The journal will be one of the highlights of the Dome Galleries exhibition, *Views from the Dome: A History of Victoria*.

**PAGE 38: EDMÉ FRANÇOIS
JOMARD'S DESCRIPTION
DE L'EGYPTE**
(Rare Books Collection)

Edmé François Jomard, the general editor of the monumental work *Description de l'Egypte*, took part in Napoleon's great scientific and military expedition to Egypt in 1798. *Description de l'Egypte* was the result of the collaboration of savants (prominent scholars and scientists), artists and technicians who accompanied Napoleon's army to Egypt. It was published in 23 volumes from 1809 to 1828 and includes over 900 plates. The plate volumes are the tallest books in the Library and measure 107 cm by 71 cm.

The publication of the *Description de l'Egypte* directed the attention of the world to ancient Egypt, and led to the modern study of its records and early history.

**PAGE 49: THEATRE PROGRAMME
COLLECTION**
(La Trobe Australiana Collection)

The Library holds an extensive and growing collection of Victorian theatre programmes, part of the Library's La Trobe Australiana Collection. Although known as the Theatre Programme Collection, the collection also includes brochures,

handbills and publicity material. Currently comprising more than 60 linear metres of material, the collection covers professional and amateur productions in fields such as drama, music, dance and opera, as well as mime, puppetry, lectures and readings. The bulk of the collection dates from 1890 onwards, but also includes a number of earlier programmes. The collection covers performances given in Victoria and particularly in Melbourne, by both Australian and overseas artists.

PAGE 53: MAY GIBBS'S ABOUT US
(Children's Literature Collection)

May Gibbs is best known as the creator of Snugglypot and Cuddlepie, and her bush babies are among Australia's best-loved children's characters. *About Us*, her first published book, displays a markedly different style to her later work. It is by far the rarest of May Gibbs's many books, and the Library was fortunate to acquire this superb copy in December 2001. The Library's Children's Literature Collection, and in particular the Ken Pound Collection of Australian Children's Literature, contains many fine examples of the published work of May Gibbs and other pioneering Australian children's illustrators such as Ida Rentoul Outhwaite.

Appendix 1: Internal Procedures Relating to the Whistleblowers Protection Act 2001

1. STATEMENT OF SUPPORT TO WHISTLEBLOWERS

The State Library of Victoria (the Library) is committed to the aims and objectives of the Whistleblowers Protection Act 2001 (the Act). It does not tolerate improper conduct by its employees, officers or members, nor the taking of reprisals against those who come forward to disclose such conduct.

The Library recognises the value of transparency and accountability in its administrative and management practices, and supports the making of disclosures that reveal corrupt conduct, conduct involving a substantial mismanagement of public resources, or conduct involving a substantial risk to public health and safety or the environment.

The Library will take all reasonable steps to protect people who make such disclosures from any detrimental action in reprisal for making the disclosure. It will also afford natural justice to the person who is the subject of the disclosure.

2. PURPOSE OF THESE PROCEDURES

These procedures establish a system for reporting disclosures of improper conduct or detrimental action by the Library or its employees. The system enables such disclosures to be made to the protected disclosure coordinator or to the nominated protected disclosure officer. Disclosures may be made by employees or by members of the public.

These procedures are designed to complement normal communication channels between supervisors and employees. Employees are encouraged to continue to raise appropriate matters at any time with their supervisors. As an alternative, employees may make a disclosure of improper conduct or detrimental action under the Act in accordance with these procedures.

3. OBJECTS OF THE ACT

The Whistleblowers Protection Act 2001 commenced operation on 1 January 2002. The purpose of the Act is to encourage and facilitate the making of disclosures of improper conduct by public officers and public bodies. The Act provides protection to whistleblowers who make disclosures in accordance with the Act, and establishes a system for the matters disclosed to be investigated and rectifying action to be taken.

4. DEFINITIONS OF KEY TERMS

Three key concepts in the reporting system are improper conduct, corrupt conduct and detrimental action. Definitions of these terms are set out below.

4.1 Improper conduct

A disclosure may be made about improper conduct by a public body or public official. 'Improper conduct' means conduct that is corrupt, a substantial mismanagement of public resources, or conduct involving substantial risk to public health or safety or to the environment. The conduct must be serious enough to constitute, if proved, a criminal offence or reasonable grounds for dismissal.

Examples

A Library staff member accesses or uses collection material and/or items for personal gain or benefit.

A Library staff member accesses or uses privileged information gained through his or her role at the Library for personal gain and/or advantage.

A Library staff member allocates work to external consultants or agencies on the basis of a personal relationship which fails to meet the Library's contract or project management processes and protocols.

A Library staff member inappropriately uses public funds for personal purposes such as travelling and/or other personal expenses.

See 4.2 below for specific examples of corrupt conduct.

4.2 Corrupt conduct

Corrupt conduct means:

- Conduct of any person (whether or not a public official) that adversely affects the honest performance of a public officer's or public body's functions;
- The performance of a public officer's functions dishonestly or with inappropriate partiality;
- Conduct of a public officer, former public officer or a public body that amounts to a breach of public trust;
- Conduct by a public officer, former public officer or a public body that amounts to the misuse of information or material acquired in the course of the performance of their official functions; or
- A conspiracy or attempt to engage in the above conduct.

Examples

A public officer takes a bribe or receives a payment other than his or her wages or salary in exchange for the discharge of a public duty.

A public officer favours unmeritorious applications for jobs or permits by friends and relatives.

A public officer sells confidential information.

4.3 Detrimental action

The Act makes it an offence for a person to take detrimental action against a person in reprisal for a protected disclosure. Detrimental action includes:

- Action causing injury, loss or damage;
- Intimidation or harassment; and
- Discrimination, disadvantage or adverse treatment in relation to a person's employment, career, profession, trade or business, including the taking of disciplinary action.

Examples

A public body refuses a deserved promotion of a person who makes a disclosure.

A public body demotes, transfers, isolates in the workplace or changes the duties of a whistleblower due to the making of a disclosure.

A person threatens, abuses or carries out other forms of harassment directly or indirectly against the whistleblower, his or her family or friends.

A public body discriminates against the whistleblower or his or her family and associates in subsequent applications for jobs, permits or tenders.

5. THE REPORTING SYSTEM

5.1 Contact persons within the State Library of Victoria

Disclosures of improper conduct or detrimental action by the Library or its employees, may be made to the following officers:

- The protected disclosure coordinator Repa Partell, Corporate Secretary, CEO's Office. Tel (03) 8664 7514
- The protected disclosure officer Kate Brown, Executive Assistant, CEO's Office. Tel (03) 8664 7505

All correspondence, phone calls and emails from internal or external whistleblowers will be referred to the protected disclosure coordinator.

Where a person is contemplating making a disclosure and is concerned about approaching the protected disclosure coordinator or a protected disclosure officer in the workplace, he or she can call the relevant officer and request a meeting in a discreet location away from the workplace.

5.2 Alternative contact persons

A disclosure about improper conduct or detrimental action by the Library or its employees, may also be made directly to the Ombudsman:

*The Ombudsman Victoria
Level 22, 459 Collins Street
Melbourne Victoria 3000
(DX 210174)*

Internet: www.ombudsman.vic.gov.au

Email: ombudvic@ombudsman.vic.gov.au

Tel: 9613 6222

Toll Free: 1800 806 314

Ombudsman: Dr Barry Perry Tel: (03) 9613 6202

The following table sets out where disclosures about persons other than employees of the Library should be made.

PERSON WHO IS THE SUBJECT OF THE DISCLOSURE	PERSON/BODY TO WHOM THE DISCLOSURE MUST BE MADE
EMPLOYEE OF A PUBLIC BODY	➤ THAT PUBLIC BODY OR THE OMBUDSMAN
MEMBER OF PARLIAMENT (LEGISLATIVE ASSEMBLY)	➤ SPEAKER OF THE LEGISLATIVE ASSEMBLY
MEMBER OF PARLIAMENT (LEGISLATIVE COUNCIL)	➤ PRESIDENT OF THE LEGISLATIVE COUNCIL
COUNCILLOR	➤ THE OMBUDSMAN
CHIEF COMMISSIONER OF POLICE	➤ THE OMBUDSMAN OR DEPUTY OMBUDSMAN
MEMBER OF THE POLICE FORCE	➤ THE OMBUDSMAN, DEPUTY OMBUDSMAN OR CHIEF COMMISSIONER OF POLICE

6. ROLES AND RESPONSIBILITIES

6.1 Employees

Employees are encouraged to report known or suspected incidences of improper conduct or detrimental action in accordance with these procedures.

All employees of the Library have an important role to play in supporting those who have made a legitimate disclosure. They must refrain from any activity that is, or could be perceived to be, victimisation or harassment of a person who makes a disclosure. Furthermore, they should protect and maintain the confidentiality of a person they know or suspect to have made a disclosure.

6.2 Protected disclosure officers

Protected disclosure officers will:

- Be a contact point for general advice about the operation of the Act for any person wishing to make a disclosure about improper conduct or detrimental action;
- Make arrangements for a disclosure to be made privately and discreetly and, if necessary, away from the workplace;
- Receive any disclosure made orally or in writing (from internal and external whistleblowers);
- Commit to writing any disclosure made orally;
- Impartially assess the allegation and determine whether it is a disclosure made in accordance with Part 2 of the Act (that is, 'a protected disclosure');
- Take all necessary steps to ensure the identity of the whistleblower and the identity of the person who is the subject of the disclosure are kept confidential; and
- Forward all disclosures and supporting evidence to the protected disclosure coordinator.

6.3 Protected disclosure coordinator

The protected disclosure coordinator has a central 'clearing-house' role in the internal reporting system. He or she will:

- Receive all disclosures forwarded from the protected disclosure officers;
- Receive all phone calls, emails and letters from members of the public or employees seeking to make a disclosure;
- Impartially assess each disclosure to determine whether it is a public interest disclosure;
- Refer all public interest disclosures to the Ombudsman;
- Be responsible for carrying out, or appointing an investigator to carry out, an investigation referred to the public body by the Ombudsman;
- Be responsible for overseeing and coordinating an investigation where an investigator has been appointed;
- Appoint a welfare manager to support the whistleblower and to protect him or her from any reprisals;
- Advise the whistleblower of the progress of an investigation into the disclosed matter;
- Establish and manage a confidential filing system;
- Collate and publish statistics on disclosures made;
- Take all necessary steps to ensure the identity of the whistleblower and the identity of the person who is the subject of the disclosure are kept confidential; and
- Liaise with the Chief Executive Officer of the Library.

6.4 Investigator

The investigator will be responsible for carrying out an internal investigation into a disclosure where the Ombudsman has referred a matter to the public body. An investigator may be a person from within an organisation or a consultant engaged for that purpose.

6.5 Welfare manager

The welfare manager is responsible for looking after the general welfare of the whistleblower. The welfare manager will:

- Examine the immediate welfare and protection needs of a whistleblower who has made a disclosure and seek to foster a supportive work environment;
- Advise the whistleblower of the legislative and administrative protections available to him or her;
- Listen and respond to any concerns of harassment, intimidation or victimisation in reprisal for making disclosure; and
- Ensure the expectations of the whistleblower are realistic.

7. CONFIDENTIALITY

The Library will take all reasonable steps to protect the identity of the whistleblower. Maintaining confidentiality is crucial in ensuring reprisals are not made against a whistleblower.

The Act requires any person who receives information due to the handling or investigation of a protected disclosure, not to disclose that information except in certain limited circumstances. Disclosure of information in breach of section 22 constitutes an offence that is punishable by a maximum fine of 60 penalty units (\$6000) or six months imprisonment or both.

The circumstances in which a person may disclose information obtained about a protected disclosure include:

- Where exercising the functions of the public body under the Act;
- When making a report or recommendation under the Act;
- When publishing statistics in the annual report of a public body; and
- In criminal proceedings for certain offences in the Act.

However, the Act prohibits the inclusion of particulars in any report or recommendation that is likely to lead to the identification of the whistleblower. The Act also prohibits the identification of the person who is the subject of the disclosure in any particulars included in an annual report.

The Library will ensure all files, whether paper or electronic, are kept in a secure room and can only be accessed by the protected disclosure coordinator, protected disclosure officer, the investigator or welfare manager (in relation to welfare matters). All printed material will be kept in files that are clearly marked as a Whistleblower Protection Act matter, and warn of the criminal penalties that apply to any unauthorised divulging information concerning a protected disclosure. All electronic files will be produced and stored on a stand-alone computer and be given password protection. Backup files will be kept on floppy disc. All materials relevant to an investigation, such as tapes from interviews, will also be stored securely with the whistleblower files.

The Library will not email documents relevant to a whistleblower matter and will ensure all phone calls and meetings are conducted in private.

8. COLLATING AND PUBLISHING STATISTICS

The protected disclosure coordinator will establish a secure register to record the information required to be published in the annual report, and to generally keep account of the status of whistleblower disclosures. The register will be confidential and will not record any information that may identify the whistleblower.

The register will contain the following information:

- The number and types of disclosures made to public bodies during the year;
- The number of disclosures referred to the Ombudsman for determination as to whether they are public interest disclosures;
- The number and types of disclosed matters referred to the public body by the Ombudsman for investigation;
- The number and types of disclosures referred by the public body to the Ombudsman for investigation;
- The number and types of investigations taken over from the public body by the Ombudsman;
- The number of requests made by a whistleblower to the .
- The number and types of disclosed matters that were substantiated upon investigation and the action taken on completion of the investigation; and
- Any recommendations made by the Ombudsman that relates to the public body.

9. RECEIVING AND ASSESSING DISCLOSURES

9.1 Has the disclosure been made in accordance with Part 2 of the Act?

Where a disclosure has been received by the protected disclosure officer or by the protected disclosure coordinator, he or she will assess whether the disclosure has been made in accordance with Part 2 of the Act and is, therefore, a protected disclosure.

9.1.1 *Has the disclosure been made to the appropriate person?*

For the disclosure to be responded to by the State Library, it must concern an employee, member or officer of the Library. If the disclosure concerns an employee, officer or member of another public body, the person who has made the disclosure must be advised of the correct person or body to whom the disclosure should be directed. (See the table in 5.2). If the disclosure has been made anonymously, it should be referred to the Ombudsman.

9.1.2 *Does the disclosure contain the essential elements of a protected disclosure?*

To be a protected disclosure, a disclosure must satisfy the following criteria:

- Did a natural person (that is, an individual person rather than a corporation) make the disclosure?
- Does the disclosure relate to conduct of a public body or public officer acting in their official capacity?
- Is the alleged conduct either improper conduct or detrimental action taken against a person in reprisal for making a protected disclosure?
- Does the person making a disclosure have reasonable grounds for believing the alleged conduct has occurred?

Where a disclosure is assessed to be a protected disclosure, it is referred to the protected disclosure coordinator. The protected disclosure coordinator will determine whether the disclosure is a public interest disclosure.

Where a disclosure is assessed not to be a protected disclosure, the matter does not need to be dealt with under the Act. The protected disclosure officer will decide how the matter should be responded to in consultation with the protected disclosure coordinator.

9.2 Is the disclosure a public interest disclosure?

Where the protected disclosure officer or coordinator has received a disclosure that has been assessed to be a protected disclosure, the protected disclosure coordinator will determine whether the disclosure amounts to a public interest disclosure. This assessment will be made within 45 days of the receipt of the disclosure.

In reaching a conclusion as to whether a protected disclosure is a public interest disclosure, the protected disclosure coordinator will consider whether the disclosure shows, or tends to show, that the public officer to whom the disclosure relates:

- Has engaged, is engaging or proposes to engage in improper conduct in his or her capacity as a public officer; or
- Has taken, is taking or proposes to take detrimental action in reprisal for the making of the protected disclosure.

Where the protected disclosure coordinator concludes that the disclosure amounts to a public interest disclosure, he or she will:

1. Notify the person who made the disclosure of that conclusion; and
2. Refer the disclosure to the Ombudsman for formal determination as to whether it is indeed a public interest disclosure.

Where the protected disclosure coordinator concludes that the disclosure is not a public interest disclosure, he or she will:

1. Notify the person who made the disclosure of that conclusion; and
2. Advise that person that he or she may request the public body to refer the disclosure to the Ombudsman for a formal determination as to whether the disclosure is a public interest disclosure, and that this request must be made within 28 days of the notification.

In either case, the protected disclosure coordinator will make the notification and the referral within 14 days of the conclusion being reached by the public body (the Library). Notification to the whistleblower is not necessary where the disclosure has been made anonymously.

10. INVESTIGATIONS

10.1 Introduction

Where the Ombudsman refers a protected disclosure to the Library for investigation, the protected disclosure coordinator will appoint an investigator to carry out the investigation.

The objectives of an investigation will be:

- To collate information relating to the allegation as quickly as possible. This may involve taking steps to protect or preserve documents, materials and equipment;
- To consider the information collected and to draw conclusions objectively and impartially;
- To maintain procedural fairness in the treatment of witnesses and the person who is the subject of the disclosure; and
- To make recommendations arising from the conclusions drawn concerning remedial or other appropriate action.

10.2 Terms of reference

Before commencing an investigation, the protected disclosure coordinator will draw up terms of reference and obtain authorisation for those terms by the Chief Executive Officer.

The terms of reference will set a date by which the investigation report is to be concluded, and will describe the resources available to the investigator to complete the investigation within the time set. The protected disclosure coordinator may approve,

if reasonable, an extension of time requested by the investigator. The terms of reference will require the investigator to make regular reports to the protected disclosure coordinator who, in turn, is to keep the Ombudsman informed of general progress.

10.3 Investigation plan

The investigator will prepare an investigation plan for approval by the protected disclosure coordinator. The plan will list the issues to be substantiated and describe the avenue of inquiry. It will address the following issues:

- What is being alleged?
- What are the possible findings or offences?
- What are the facts in issue?
- How is the inquiry to be conducted?
- What resources are required?

At the commencement of the investigation, the whistleblower should be:

- Notified by the investigator that he or she has been appointed to conduct the investigation;
- Asked to clarify any matters; and
- Asked to provide any additional material he or she might have.

The investigator will be sensitive to the whistleblower's possible fear of reprisals and will be aware of the statutory protections provided to the whistleblower.

10.4 Natural justice

The principles of natural justice will be followed in any investigation of a public interest disclosure. The principles of natural justice concern procedural fairness and ensure a fair decision is reached by an objective decision maker. Maintaining procedural fairness protects the rights of individuals and enhances public confidence in the process.

The Library will have regard to the following issues in ensuring procedural fairness:

- The person who is the subject of the disclosure is entitled to know the allegations made against him or her and must be given the right to respond. (This does not mean the person must be advised of the allegation as soon as the disclosure is received or the investigation has commenced);
- If the investigator is contemplating making a report adverse to the interests of any person, that person should be given the opportunity to put forward further material that may influence the outcome of the report and that person's defence should be fairly set out in the report;
- All relevant parties to a matter should be heard and all submissions should be considered;
- A decision should not be made until all reasonable inquiries have been made;
- The investigator or any decision maker should not have a personal or direct interest in the matter being investigated;
- All proceedings must be carried out fairly and without bias. Care should be taken to exclude perceived bias from the process; and

- The investigator must be impartial in assessing the credibility of the whistleblowers and any witnesses. Where appropriate, conclusions as to credibility should be included in the investigation report.

10.5 Conduct of the investigation

The investigator will make contemporaneous notes of all discussions and phone calls, and all interviews with witnesses will be taped. All information gathered in an investigation will be stored securely. Interviews will be conducted in private and the investigator will take all reasonable steps to protect the identity of the whistleblower. Where disclosure of the identity of the whistleblower cannot be avoided, due to the nature of the allegations, the investigator will warn the whistleblower and his or her welfare manager of this probability.

It is in the discretion of the investigator to allow any witness to have legal or other representation or support during an interview. If a witness has a special need for legal representation or support, permission should be granted.

10.6 Referral of an investigation to the Ombudsman

The protected disclosure coordinator will make a decision regarding the referral of an investigation to the Ombudsman where, on the advice of the investigator:

- The investigation is being obstructed by, for example, the non-cooperation of key witnesses; or
- The investigation has revealed conduct that may constitute a criminal offence.

10.7 Reporting requirements

The protected disclosure coordinator will ensure the whistleblower is kept regularly informed concerning the handling of a protected disclosure and an investigation.

The protected disclosure coordinator will report to the Ombudsman about the progress of an investigation.

Where the Ombudsman or the whistleblower requests information about the progress of an investigation, that information will be provided within 28 days of the date of the request.

11. ACTION TAKEN AFTER AN INVESTIGATION

11.1 Investigator's final report

At the conclusion of the investigation, the investigator will submit a written report of his or her findings to the protected disclosure coordinator. The report will contain:

- The allegation/s;
- An account of all relevant information received and, if the investigator has rejected evidence as being unreliable, the reasons for this opinion being formed;
- The conclusions reached and the basis for them; and
- Any recommendations arising from the conclusions.

Where the investigator has found that the conduct disclosed by the whistleblower has occurred, recommendations made by the investigator will include:

- The steps that need to be taken by the Library to prevent the conduct from continuing or occurring in the future; and
- Any action that should be taken by the Library to remedy any harm or loss arising from the conduct. This action may include bringing disciplinary proceedings against the person responsible for the conduct, and referring the matter to an appropriate authority for further consideration.

The report will be accompanied by:

- The transcript or other record of any oral evidence taken, including tape recordings; and
- All documents, statements or other exhibits received by the officer and accepted as evidence during the course of the investigation.

Where the investigator's report is to include an adverse comment against any person, that person will be given the opportunity to respond and his or her defence will be fairly included in the report.

The report will not disclose particulars likely to lead to the identification of the whistleblower.

11.2 Action to be taken

If the protected disclosure coordinator is satisfied that the investigation has found that the disclosed conduct has occurred, he or she will recommend to the Chief Executive Officer the action that must be taken to prevent the conduct from continuing or occurring in the future. The protected disclosure coordinator may also recommend that action be taken to remedy any harm or loss arising from the conduct.

The protected disclosure coordinator will provide a written report to the Minister for the Arts, the Ombudsman and the whistleblower setting out the findings of the investigation and any remedial steps taken.

Where the investigation concludes that the disclosed conduct did not occur, the protected disclosure coordinator will report these findings to the Ombudsman and to the whistleblower.

12. MANAGING THE WELFARE OF THE WHISTLEBLOWER

12.1 Commitment to protecting whistleblowers

The Library is committed to the protection of genuine whistleblowers against detrimental action taken in reprisal for the making of protected disclosures. The protected disclosure coordinator is responsible for ensuring whistleblowers are protected from direct and indirect detrimental action, and that the culture of the workplace is supportive of protected disclosures being made.

The protected disclosure coordinator will appoint a welfare manager to all whistleblowers who have made a protected disclosure. The welfare manager will:

- Examine the immediate welfare and protection needs of a whistleblower who has made a disclosure and, where the whistleblower is an employee, seek to foster a supportive work environment;
- Advise the whistleblower of the legislative and administrative protections available to him or her;
- Listen and respond to any concerns of harassment, intimidation or victimisation in reprisal for making disclosure;
- Keep a contemporaneous record of all aspects of the case management of the whistleblower including all contact and follow-up action; and
- Ensure the expectations of the whistleblower are realistic.

All employees will be advised that it is an offence for a person to take detrimental action in reprisal for a protected disclosure. The maximum penalty is a fine of 240 penalty units (\$24 000) or two years imprisonment or both. The taking of detrimental action in breach of this provision can also be grounds for making a disclosure under the Act and can result in an investigation.

Detrimental action includes:

- Causing injury, loss or damage;
- Intimidation or harassment; and
- Discrimination, disadvantage or adverse treatment in relation to a person's employment, career, profession, trade or business (including the taking of disciplinary action).

12.2 Keeping the whistleblower informed

The protected disclosure coordinator will ensure the whistleblower is kept informed of action taken in relation to his or her disclosure, and the time frames that apply. The whistleblower will be informed of the objectives of an investigation, the findings of an investigation, and the steps taken by the Library to address any improper conduct that has been found to have occurred. The whistleblower will be given reasons for decisions made by the Library in relation to a protected disclosure. All communication with the whistleblower will be in plain English.

12.3 Occurrence of detrimental action

If a whistleblower reports an incident of harassment, discrimination or adverse treatment that would amount to detrimental action taken in reprisal for the making of the disclosure, the welfare manager will:

- Record details of the incident;
- Advise the whistleblower of his or her rights under the Act; and
- Advise the protected disclosure coordinator or Chief Executive Officer of the detrimental action.

The taking of detrimental action in reprisal for the making of a disclosure can be an offence against the Act as well as grounds for making a further disclosure. Where such detrimental action is reported, the protected disclosure coordinator will assess the report as a new disclosure under the Act. Where the protected disclosure coordinator is satisfied that the disclosure is a public interest disclosure, he or she will refer it to the Ombudsman. If the Ombudsman subsequently determines the matter to be a public interest disclosure, the Ombudsman may investigate the matter or refer it to another body for investigation as outlined in the Act.

12.4 Whistleblowers implicated in improper conduct

Where a person who makes a disclosure is implicated in misconduct, the Library will handle the disclosure and protect the whistleblower from reprisals in accordance with the Act, the Ombudsman's guidelines and these procedures. The Library acknowledges that the act of whistle blowing should not shield whistleblowers from the reasonable consequences flowing from any involvement in improper conduct. Section 17 of the Act specifically provides that a person's liability for his or her own conduct is not affected by the person's disclosure of that conduct under the Act. However, in some circumstances, an admission may be a mitigating factor when considering disciplinary or other action.

The Chief Executive Officer will make the final decision on the advice of the protected disclosure coordinator as to whether disciplinary or other action will be taken against a whistleblower. Where disciplinary or other action relates to conduct that is the subject of the whistleblower's disclosure, the disciplinary or other action will only be taken after the disclosed matter has been appropriately dealt with.

In all cases where disciplinary or other action is being contemplated, the Chief Executive Officer must be satisfied that it has been clearly demonstrated that:

- The intention to proceed with disciplinary action is not causally connected to the making of the disclosure (as opposed to the content of the disclosure or other available information);
- There are good and sufficient grounds that would fully justify action against any non-whistleblower in the same circumstances; and
- There are good and sufficient grounds that justify exercising any discretion to institute disciplinary or other action.

The protected disclosure coordinator will thoroughly document the process including recording the reasons why the disciplinary or other action is being taken, and the reasons why the action is not in retribution for the making of the disclosure. The protected disclosure coordinator will clearly advise the whistleblower of the proposed action to be taken, and of any mitigating factors that have been taken into account.

13. MANAGEMENT OF THE PERSON AGAINST WHOM A DISCLOSURE HAS BEEN MADE

The Library recognises that employees against whom disclosures are made must also be supported during the handling and investigation of disclosures. The Library will take all reasonable steps to ensure the confidentiality of the person who is the subject of the disclosure during the assessment and investigation process. Where investigations do not substantiate disclosures, the fact that the investigation has been carried out, the results of the investigation, and the identity of the person who is the subject of the disclosure will remain confidential.

The protected disclosure coordinator will ensure the person who is the subject of any disclosure investigated by or on behalf of a public body is:

- Informed as to the substance of the allegations;
- Given the opportunity to answer the allegations before a final decision is made;
- Informed as to the substance of any adverse comment that may be included in any report arising from the investigation; and has
- His or her defence set out fairly in any report.

Where the allegations in a disclosure have been investigated, and the person who is the subject of the disclosure is aware of the allegations or the fact of the investigation, the protected disclosure coordinator will formally advise the person who is the subject of the disclosure of the outcome of the investigation.

The Library will give its full support to a person who is the subject of a disclosure where the allegations contained in a disclosure are clearly wrong or unsubstantiated. If the matter has been publicly disclosed, the Chief Executive Officer of the Library will consider any request by that person to issue a statement of support setting out that the allegations were clearly wrong or unsubstantiated.

14. CRIMINAL OFFENCES

The Library will ensure officers appointed to handle protected disclosures and all other employees are aware of the following offences created by the Act:

1. It is an offence for a person to take detrimental action against a person in reprisal for a protected disclosure being made. The Act provides a maximum penalty of a fine of 240 penalty units (\$24,000) or two years imprisonment or both.
2. It is an offence for a person to divulge information obtained as a result of the handling or investigation of a protected disclosure without legislative authority. The Act provides a maximum penalty of 60 penalty units (\$6000) or six months imprisonment or both.
3. It is an offence for a person to obstruct the Ombudsman in performing his responsibilities under the Act. The Act provides a maximum penalty of 240 penalty units (\$24,000) or two years imprisonment or both.

4. It is an offence for a person to knowingly provide false information under the Act with the intention that it be acted on as a disclosed matter. The Act provides a maximum penalty of 240 penalty units (\$24,000) or two years imprisonment or both.

15. REVIEW

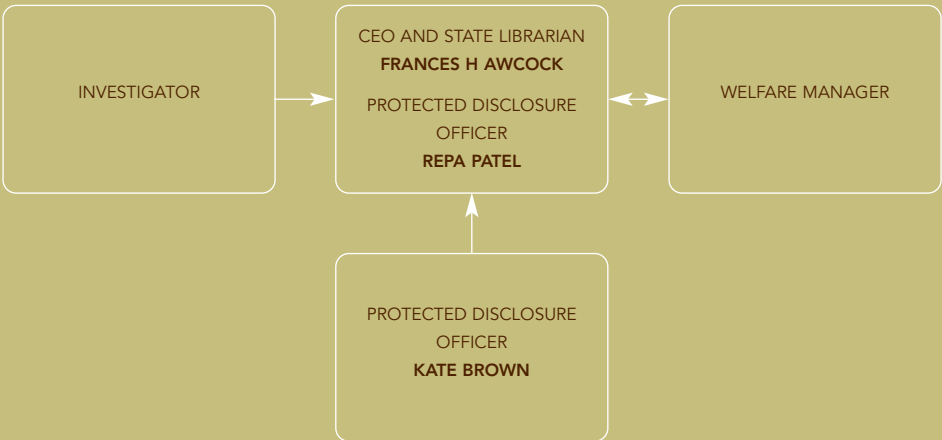
These procedures will be reviewed annually to ensure they meet the objectives of the Act and accord with the Ombudsman’s guidelines.

DISCLOSURES MADE IN 2002

- The number and types of disclosures made to the State Library during the year
There were no disclosures of this kind.
- The number of disclosures referred during the year by the State Library to the Ombudsman for determination as to whether they are public interest disclosures
There were no disclosures of this kind.
- The number and types of disclosed matters referred to the State Library during the year by the Ombudsman
There were no disclosed matters of this kind.

- The number and types of disclosed matters referred during the year by the State Library to the Ombudsman to investigate
There were no disclosed matters of this kind.
- The number and types of investigations of disclosed matters taken over by the Ombudsman from the State Library during the year
There were no investigations of this kind.
- The number of requests made under Section 74 during the year to the Ombudsman to investigate disclosed matters
There were no requests of this kind.
- The number and types of disclosed matters that the State Library has declined to investigate during the year
There were no matters of this kind.
- The number and types of disclosed matters that were substantiated on investigation and the action taken on completion of the investigation
There were no matters of this kind.
- Any recommendations of the Ombudsman under this Act that relate to the State Library
There are no recommendations of this kind.

WHISTLEBLOWERS PROTECTION ACT 2002: REPORTING STRUCTURE FOR THE STATE LIBRARY OF VICTORIA



Appendix 2: Reconciliation of Executive Officers

Table 1: Number of Executive Officers Classified into 'Ongoing' and 'Special Projects'

	ALL		ONGOING		SPECIAL PROJECTS	
CLASS	NO.	VAR	NO.	VAR	NO.	VAR
EO-1	-	-	-	-	-	-
EO-2	1	0	1	-	-	-
EO-3	2	-1	2	-1	-	-
TOTAL	3	-1	3	-1	-	-

Table 2: Breakdown of Executive Officers into Gender for 'Ongoing' and 'Special Projects'

ONGOING						SPECIAL PROJECTS				
MALE			FEMALE		VACANCIES	MALE		FEMALE		VACANCIES
CLASS	NO.	VAR	NO.	VAR	NO.	NO.	VAR	NO.	VAR	NO.
EO-1	-	-	-	-	-	-	-	-	-	-
EO-2	-	-	1	-	-	-	-	-	-	-
EO-3	2	+1	0	-2	1	-	-	-	-	-
TOTAL	2	+1	1	-2	1	-	-	-	-	-

Table 3: Reconciliation of Executive Numbers

	2002	2001
RESPONSIBLE PERSONS WITH REMUNERATION OVER \$100,000 (NOTE 29 (A))	1	1
EXECUTIVES WITH REMUNERATION OVER \$100,000 (NOTE 31)	3	3
EXECUTIVE EMPLOYED WITH TOTAL REMUNERATION BELOW \$100,000	1	
ADD	-	-
VACANCIES (TABLE 2)	1	
LESS	-	-
SEPARATIONS	-2	
TOTAL	4	4

Appendix 3: Other Financial Information

Material revenues arising from exchanges of goods or services

There were no transactions of this nature.

Intangible assets

The Library has no recorded intangible assets.

Bank loans, bills payable, promissory notes, debentures and other loans

There were no transactions of this nature.

Issued capital

The Library has no issued capital.

Ex-gratia payments

There were no transactions of this nature.

Charges against assets

There are no charges against assets recorded by the Library.

SUMMARY OF FINANCIAL RESULTS WITH PREVIOUS FOUR-YEAR COMPARATIVES

	2002	2001	2000	1999	1998
	\$000	\$000	\$000	\$000	\$000
REVENUE FROM GOVERNMENT	62,844	52,345	56,335	37,070	22,521
OTHER REVENUE	15,459	15,748	14,901	8,695	8,829
TOTAL REVENUE	78,303	68,093	71,236	45,765	31,350
RESULT FROM ORDINARY ACTIVITIES	8,853	454	5,367	(2,225)	3,862
NET CASH FLOW FROM OPERATIONS	2,824	(996)	3,407	224	4,040
TOTAL ASSETS	572,023	541,383	520,231	503,274	484,714
TOTAL LIABILITIES	6,409	5,767	5,622	5,770	3,891

Increased revenue from Government includes recognition of funding provided from the depreciation equivalent pool which contributes to the cost of the Library redevelopment project.

Compliance Index to Disclosure Requirements

THE ANNUAL REPORT OF THE ENTITY IS PREPARED IN ACCORDANCE WITH THE FINANCIAL MANAGEMENT ACT 1994 AND THE DIRECTIONS OF THE MINISTER FOR FINANCE. THIS INDEX HAS BEEN PREPARED TO FACILITATE IDENTIFICATION OF COMPLIANCE WITH STATUTORY DISCLOSURE REQUIREMENTS.

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Financial Statements

Auditor-General's Report



AUDITOR GENERAL VICTORIA

AUDITOR-GENERAL'S REPORT

To the Members of the Parliament of Victoria, responsible Ministers and the Members of the Library Board of Victoria

Audit Scope

The accompanying financial report of the Library Board of Victoria for the financial year ended 30 June 2002, comprising statement of financial position, statement of financial performance, statement of cash flows and notes to the financial statements, has been audited. The financial report includes the consolidated financial statements of the economic entity, comprising the Library Board of Victoria and the entities it controlled at the year's end or from time to time during the financial year as disclosed in note 1 (c) to the financial statements. The Members of the Board of Management are responsible for the preparation and presentation of the financial report and the information it contains. An independent audit of the financial report has been carried out in order to express an opinion on it to the Members of the Parliament of Victoria, responsible Ministers and the Members of the Board of Management as required by the *Audit Act* 1994.

The audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. The audit procedures included an examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements in Australia and the financial reporting requirements of the *Financial Management Act* 1994, so as to present a view which is consistent with my understanding of the Library Board of Victoria's and the economic entity's financial position, financial performance and their cash flows.

The audit opinion expressed in this report has been formed on the above basis.

Qualification

As disclosed in note 1(h) to the financial report, the Library Board of Victoria and the economic entity have not revalued the "library collection" class of non-current assets that has a reported value of \$163.3 million, a significant component of which was last revalued in the financial year ended 30 June 1997. The Victorian Government Policy – Revaluation of Non-Current Physical Assets, requires assets that have not been revalued within the last five years to be revalued for the 30 June 2002 reporting period. As a result, I am not in a position to determine whether the reported value of these assets are fairly stated in the financial report of the Library Board of Victoria and the economic entity as at 30 June 2002.

Qualified Audit Opinion

In my opinion, the financial report presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia and, except for the effect on the financial statements of the matter referred to above, presents fairly in accordance with the *Financial Management Act* 1994, the financial position of the Library Board of Victoria and the economic entity as at 30 June 2002, and their financial performance and cash flows for the year then ended.

MELBOURNE
17/ 09 /2002


J.W. CAMERON
Auditor-General

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Years of Auditing in the Public Interest

Library Board of Victoria

LIBRARY BOARD OF VICTORIA

In the opinion of the members of the Library Board of Victoria, the accompanying Financial Statements comprising the Statement of Financial Position, Statement of Financial Performance, Statement of Cash Flows, and the accompanying notes thereto, present fairly the result of the operations and cash flows of the Library Board of Victoria for the year ended 30 June 2002 and the financial position of the Board at that date in accordance with Australian Accounting Standards and comply with the Financial Management Act 1994.

At the date of signing the Annual Financial Statements we are not aware of any circumstances which would render any particulars included in the Statements to be misleading or inaccurate.



Sam Lipski
President



Julian Stock
Board Member
Chairman Finance and
Risk Management Committee

Paul Read
Principal Accounting
Officer

Date 4/9/02

Date 4/9/02

Date 4.9.02

Statement of financial position

AS AT 30 JUNE 2002

		CONSOLIDATED		STATE LIBRARY OF VICTORIA	
	Note	2002 \$'000	2001 \$'000	2002 \$'000	2001 \$'000
Current Assets					
Cash Assets	2	988	332	827	8
Receivables	3	545	708	567	721
Other financial assets	4	16,729	13,021	12,700	10,650
Other	5	484	488	484	488
Total Current Assets		18,746	14,549	14,578	11,867
Non-Current Assets					
Property, Plant & Equipment	6	389,307	365,753	389,302	365,740
Library Collections	7	163,320	160,381	163,320	160,381
Deferred Expenditure	8	650	700	650	700
Total Non-Current Assets		553,277	526,834	553,272	526,821
Total Assets		572,023	541,383	567,850	538,688
Current Liabilities					
Payables	9	2,192	2,040	2,192	2,040
Interest Bearing Liabilities	10	171		171	
Provisions	11	1,653	1,442	1,653	1,442
Total Current Liabilities		4,016	3,482	4,016	3,482
Non-Current Liabilities					
Provisions	11	2,348	2,285	2,348	2,285
Interest Bearing Liabilities	10	45		45	
Total Non-Current Liabilities		2,393	2,285	2,393	2,285
Total Liabilities		6,409	5,767	6,409	5,767
Net Assets		565,614	535,616	561,441	532,921
Equity					
Contributed Capital	1(b),12(a)	507,305	456,035	507,305	456,035
Asset Revaluation Reserve	12(c)	40,045	40,045	40,045	40,045
General Reserve	12(d)	1,000		1,000	
Donations and Bequests Reserve	12(e),13	5,730	4,335	1,784	1,809
Specific Purpose Grants Reserve	12(f),14	6,596	5,076	6,369	4,907
Accumulated Surplus	1(b),12(b)	4,938	30,125	4,938	30,125
Total Equity	12(g)	565,614	535,616	561,441	532,921

The above statement of financial position should be read in conjunction with the accompanying notes.

Statement of financial performance

FOR THE YEAR ENDED 30 JUNE 2002

		CONSOLIDATED		STATE LIBRARY OF VICTORIA	
		2002	2001	2002	2001
	Note	\$'000	\$'000	\$'000	\$'000
Revenue from ordinary activities					
Output appropriation					
– Current Nature	15	26,433	25,309	26,433	25,309
– Depreciation Equivalent	1(b)	6,057		6,057	
– Capital Nature	1(k)	30,354	28,430	30,354	28,430
Trading	16	3,802	3,400	3,764	3,370
Externally Funded Projects	17	7,550	5,661	7,535	5,661
Donations and Bequests	18	2,764	3,549	857	2,577
Investment Revenue	19(a)	674	782	498	671
Realised/Unrealised Capital Gains	19(b)	26	127		
Other Revenue	19(c)	863	853	863	853
		78,523	68,111	76,361	66,871
Expenses from ordinary activities					
Salaries and Related	20	20,236	18,789	20,083	18,642
Buildings and Facilities	21	4,360	5,720	4,359	5,720
Bad & Doubtful Debts	1(d)	(7)	(7)	(7)	(7)
Professional and Finance	22	1,468	1,205	1,362	1,029
Realised/Unrealised Capital Losses	19(b)	220	4		
Borrowing Costs	23	21		21	
Grants Distributed	24	2,076	2,620	2,076	2,620
Government Capital Assets Charge	1(k)	30,354	28,430	30,354	28,430
Other Expenses from Ordinary Activities	25	6,285	6,514	6,088	6,452
Depreciation and Amortisation	1(i)	4,638	4,281	4,631	4,278
Asset Disposals	26	19	101	19	101
		69,670	67,657	68,986	67,265
Result from ordinary activities (Surplus/(Deficit))		8,853	454	7,375	(394)
Total changes in equity other than those resulting from transactions with Victorian Government in its capacity as owner					
		8,853	454	7,375	(394)

The above statement of financial performance should be read in conjunction with the accompanying notes.

Statement of cash flows

FOR THE YEAR ENDED 30 JUNE 2002

		CONSOLIDATED		STATE LIBRARY OF VICTORIA	
	Note	2002 \$'000	2001 \$'000	2002 \$'000	2001 \$'000
CASH FLOWS FROM OPERATING ACTIVITIES					
Receipts from Government					
Government Appropriation for the provision of outputs					
Current Nature		26,433	23,915	26,433	23,915
Receipts from other entities					
Donations (other than in kind) & Bequests		2,375	1,612	471	773
Trading Receipts		3,845	3,760	3,783	3,728
Other Revenue		11	10	11	9
Grants		7,503	7,056	7,503	7,056
Borrowing Cost Expense		(21)		(21)	
Payments to suppliers and employees		(32,822)	(33,825)	(32,369)	(33,501)
Net Cash inflow from Operating Activities	29(b)	7,324	2,528	5,811	1,980
CASH FLOWS FROM INVESTING ACTIVITIES					
Capital Contribution from State Government		400	–	400	–
Investments		(788)	485	483	670
Proceeds from the Sale of Fixed Assets		24	14	24	14
Proceeds from Statutory Authority Investment		52	52	52	52
Payment for Equipment		(1,146)	(1,458)	(1,146)	(1,458)
Payment for Library Collection		(2,519)	(2,463)	(2,519)	(2,463)
Net Cash inflow (outflow) from Investing Activities		(3,977)	(3,370)	(2,706)	(3,185)
CASH FLOWS FROM FINANCING ACTIVITIES					
Repayment of Finance Lease		(118)	–	(118)	–
Net Cash inflow (outflow) from Financing Activities		(118)	–	(118)	–
Net Increase/(Decrease) in Cash Held		3,229	(842)	2,987	(1,205)
Cash Held at Beginning of the Financial Year		11,706	12,548	10,540	11,745
Cash Held at End of the Financial Year	29(a)	14,935	11,706	13,527	10,540

The above statement of cash flows should be read in conjunction with the accompanying notes.

Notes to the financial statements

FOR THE YEAR ENDED 30 JUNE 2002

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Notes to the financial statements

FOR THE YEAR ENDED 30 JUNE 2002

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a) Basis of Preparation of Accounts

The financial report of the Library Board of Victoria (reflecting consolidation of the State Library of Victoria and the State Library of Victoria Foundation) is a general purpose financial report that has been prepared in accordance with the Financial Management Act 1994, Australian accounting standards, Statement of Accounting Concepts and other authoritative pronouncements of the Australian Accounting Standards Board, and Urgent Issues Group Consensus Views. All Accounting Standards have been applied in a manner consistent with prior years unless otherwise specified.

The financial report has been prepared in accordance with the historical cost convention, except for certain assets and liabilities which, as noted, are at valuation. The accounting policies adopted, and the classification and presentation of items, are consistent with those of the previous year, except where a change is required to comply with an Australian accounting standard or Urgent Issues Group Consensus View, or an alternative accounting policy permitted by an Australian accounting standard is adopted to improve the relevance and reliability of the financial statements. Where practicable, comparative amounts are presented and classified on a basis consistent with the current year.

Revenue has been recognised on a receipt basis with the exception of notified grants and interest on investments not received at balance date, which have been brought to account on an accrual basis.

b) Contributed Capital

Redevelopment funding provided by Government, with the exception of the component provided from Depreciation Equivalent – Asset Investment Funding, has been designated as contributed capital in accordance with the requirements of the Accounting and Financial Reporting Bulletin 39. The component provided from Depreciation Equivalent – Asset Investment Funding has been recognised as revenue.

Capital funding provided by the State Government for a statewide network infrastructure project has been recognised as contributed capital. The accounting treatment complies with Urgent Issues Group Abstract 38 *Contributions by Owners Made to Wholly-Owned Public Sector Entities* and Accounting and Financial Reporting Bulletin No 39 *Accounting for Contributed Capital*.

Change in Accounting Policy

For the reporting period ended 30 June 2002, the Library Board of Victoria has deemed all its accumulated surplus of \$30.125m as at 1 July 2001 as an adjustment to the contributed capital balance as at 1 July 2001. This accounting treatment is to comply with Urgent Issues Group Abstract 38 *Contributions by Owners Made to Wholly-Owned Public Sector Entities* and Accounting and Financial Reporting Bulletin No 39 *Accounting for Contributed Capital* and No 40 *Establishment of Opening Balances and Formal Designation for Contributed Capital*. The change in accounting policy has resulted in the recognition, in the statement of financial position, as at 1 July 2001 of an adjusted balance of \$486.160m as contributed capital (30 June 2001 \$456.035m) and zero amount for the accumulated surplus at 1 July 2001(30 June 2001 \$30.125m).

c) Principles of Consolidation

The assets, liabilities, revenues and expenses of the State Library of Victoria Foundation have been included at the values shown in the audited Annual Financial Statements. Any inter-entity transactions have been eliminated on consolidation.

d) Debtors

The provision for doubtful debts has been determined by fully providing for all debts older than 120 days.

e) Investments

Board investments are valued at market. Movement in value is recognised both as realised and unrealised gains or losses. State Library of Victoria investments are fixed capital investments such as government bonds, bank deposits or bank bills. The State Library of Victoria Foundation investments include equities listed on the Australian Stock Exchange. Interest and dividends received are accounted for as revenue.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

f) Deferred Expenditure

Deferred expenditure represents the purchase of 270,000 volumes of space in a CAVAL Archival and Research Materials (CARM) Centre. Amortisation has been charged to match the deferred expenditure against its economic useful life. Amortisation is calculated using the straight-line method over 20 years.

g) Inventories

Inventories of publications, prints, microfiche and stores have been valued at the lower of cost and net realisable value.

h) Revaluation of Non-current Assets

The Library Board of Victoria recognises an obligation to revalue non-current assets in accordance with AASB 1041, the Financial Management Act 1994 and Victorian Government Policy – Revaluation of Non-Current Physical Assets. A number of steps were undertaken to address the reporting requirement with respect to the State Library's buildings, land and collection.

During the year the Library identified that redevelopment activities would prevent compliance with revaluation of the Buildings and successfully applied to the Minister for Finance for an exemption. Transitional provisions of AASB 1041 have been applied to the valuation of Land. Valuation of Land and Buildings has subsequently been scheduled for the 2002–03 financial year.

During the financial year the Library also developed a valuation strategy in respect of the Collection. This strategy addressed a number of practical difficulties impacting on the revaluation including the determination of the sample size, appropriate confidence levels and the availability of 'specialised' valuers during 2001-02 to undertake the re-evaluation. Due largely to the issues raised above, the Library took a transitional position and is in the process of valuing the Collection in the 2002–03 financial year. A qualified valuer was appointed in August 2002 and the revaluation of the Collection will be completed by the end of November 2002.

Change in Revaluation Policy

In previous reporting periods, up to 30 June 2001, certain items of equipment were measured at Independent Valuation. For the reporting period ended 30 June 2002 the Library elected to revert to the cost basis for measuring all equipment.

In changing from a valuation base to the cost basis, the carrying amount of equipment at 1 July 2001 was deemed to equate to the cost of the assets. Accordingly, the change in accounting policy for equipment has had no impact on the current year's statement of financial performance or opening accumulated surplus. The change in measurement basis is to comply with the accounting requirements of AASB 1041 and the Department of Treasury and Finance Policy Paper, Valuation of Non-Current Physical Assets.

i) Depreciation of Property, Plant and Equipment

Unless otherwise stated, depreciation has been charged on non-current assets (except Land and Collections) at rates assessed to match the cost of the assets against their estimated economic lives to the Library. Depreciation is calculated using the straight-line method. Depreciation has been charged on the Library buildings recognised in the financial statements but no provision has been made for the depreciation of the Library Collections, which are classified as a heritage asset. Depreciation on Buildings is charged, on a straight line basis, at a rate of 1 per cent per annum. Depreciation rates for Equipment range from 20 to 30 per cent per annum.

j) Employee Entitlements

Provision is made for the Board's liability for employee entitlements arising from services rendered by employees to balance date. Long Service Leave entitlements expected to be settled within one year, together with entitlements arising from wages and salaries and annual leave have been measured at their nominal amount. Long Service Leave entitlements payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those entitlements. Provision for employee entitlements is calculated in accordance with the requirement of AAS 30 – Accounting for Employee Entitlements.

Notes to the financial statements

FOR THE YEAR ENDED 30 JUNE 2002

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

k) Capital Assets Charge

The State Government Capital Assets Charge has been recognised as expenditure offset by a notional grant within the financial statements. The Capital Assets Charge was introduced to create an awareness of the opportunity cost of capital invested in government assets, to achieve efficiencies in the management of the government's asset base and recognise an entity's asset base in pricing decisions.

l) Donations and Bequests

Donations and Bequests for specific purposes have been brought to account as revenue upon receipt. The balance of unexpended donations is transferred to the Donations/Bequests Reserve on an annual basis. Subsequent expenditure is recorded as an expense in the Statement of Income and Expenditure and results in a transfer from the reserve.

m) Specific Purpose Grants

Represents grants received by the Library for a specific project with the proceeds brought to account as revenue upon receipt. The balance of unexpended grants is transferred to the Specific Purpose Grants Reserve on an annual basis. Subsequent expenditure is recorded as an expense in the Statement of Income and Expenditure and results in a transfer from the reserve.

n) General Reserve

The Library Board of Victoria authorised the allocation of \$1.0m to the General Reserve from accumulated surplus. The Board created the reserve to provide for unavoidable future expenditures that cannot be met from funding.

o) Donations in Kind

Bequests and Donations revenue includes donations in kind. The in kind contributions are goods and services provided to the Library Board of Victoria at no cost. An amount equivalent to the arms length value of both the goods and services received and the operational or capital expenses have been included in the financial statements. Where the donation is an item or items to be added to the Library collections, the valuation has been performed by Library staff except where the donation has been externally valued under the Cultural Gifts program.

p) Superannuation

The Board makes contributions to the State Superannuation Boards' Revised and New Schemes, the Victorian Superannuation scheme and other private schemes for eligible employees and such expenditure is shown as an operating expense in the Financial Statements (Refer Note 28).

q) Surplus/(Deficit) from Operating Activities

The surplus or deficit from ordinary activities is affected by a number of factors, including the timing of expenditures against special purpose grants and the timing of expenditures against current and prior period revenues.

r) Deferred Income

Subscriptions for internet services which relate to a future period have been treated as deferred income.

	CONSOLIDATED		STATE LIBRARY OF VICTORIA	
	2002	2001	2002	2001
	\$'000	\$'000	\$'000	\$'000
2. CASH ASSETS				
Cash on Hand	8	8	8	8
Cash at Bank	980	324	819	
	988	332	827	8
3. RECEIVABLES				
Debtors	549	722	571	735
Less Provision for Doubtful Debts (Note 1(d))	(4)	(14)	(4)	(14)
	545	708	567	721
4. OTHER FINANCIAL ASSETS				
Current				
Deposits	2,200	4,098	2,200	4,098
Bank Bills	10,500	6,500	10,500	6,500
Foundation Investments				
Cash Management Account	455	332		
Fixed Interest Securities	792	510		
	13,947	11,440	12,700	10,598
Statutory Authority Investment		52		52
Foundation Equity Investments	2,782	1,529		
	16,729	13,021	12,700	10,650
5. OTHER CURRENT ASSETS				
Inventories		3		3
Prepayments	430	436	430	436
Accrued Income	7	18	7	18
Accrued Interest	47	31	47	31
	484	488	484	488

Notes to the financial statements

FOR THE YEAR ENDED 30 JUNE 2002

		CONSOLIDATED		STATE LIBRARY OF VICTORIA	
		2002	2001	2002	2001
	Note	\$'000	\$'000	\$'000	\$'000
6. PROPERTY, PLANT & EQUIPMENT					
Land – Independent Valuation (1998)		35,000	35,000	35,000	35,000
Buildings – Independent Valuation (1998)		285,000	285,000	285,000	285,000
Less Accumulated Depreciation	1(i)	(11,400)	(8,550)	(11,400)	(8,550)
		273,600	276,450	273,600	276,450
Redevelopment Capital Expenditure at Cost		75,958	49,158	75,958	49,158
Less Accumulated Depreciation	1(i)	(742)	(487)	(742)	(487)
		75,216	48,671	75,216	48,671
Equipment – at Valuation	1(h)		5,465		5,465
Less Accumulated Depreciation	1(i)		(1,164)		(1,164)
			4,301		4,301
Equipment at Cost	1(h)	6,905	1,610	6,881	1,586
Less Accumulated Depreciation	1(i)	(1,647)	(279)	(1,628)	(268)
		5,258	1,331	5,253	1,318
Equipment Under Lease	1(h)	334		334	
Less Accumulated Depreciation	1(i)	(101)		(101)	
		233		233	
Total Property Plant and Equipment		389,307	365,753	389,302	365,740

	Freehold Land	Buildings	Plant & Equipment	Assets Under Finance Lease	Total
2002	\$'000	\$'000	\$'000	\$'000	\$'000
Consolidated					
Carrying amount at start of year	35,000	325,120	5,633		365,753
Additions		26,800	1,027	334	28,161
Disposals			(19)		(19)
Depreciation		(3,105)	(1,382)	(101)	(4,588)
Carrying amount at end of year	35,000	348,815	5,259	233	389,307
State Library of Victoria					
Carrying amount at start of year	35,000	325,120	5,620		365,740
Additions		26,800	1,027	334	28,161
Disposals			(19)		(19)
Depreciation		(3,105)	(1,374)	(101)	(4,580)
Carrying amount at end of year	35,000	348,815	5,254	233	389,302

	CONSOLIDATED		STATE LIBRARY OF VICTORIA	
	2002	2001	2002	2001
	\$'000	\$'000	\$'000	\$'000
7. LIBRARY COLLECTIONS				
At Cost	11,408	8,888	11,408	8,888
At Independent Valuation (1997)	147,905	147,905	147,905	147,905
Collection Donations at Valuation (1998)	296	296	296	296
Collection Donations at Valuation (1999)	710	710	710	710
Collection Donations at Valuation (2000)	781	781	781	781
Collection Donations at Valuation (2001)	1,801	1,801	1,801	1,801
Collection Donations at Valuation (2002)	419		419	
	163,320	160,381	163,320	160,381
8. DEFERRED EXPENDITURE				
CARM Centre, Bundoora (Note 1(f))	1,000	1,000	1,000	1,000
Less Accumulated Amortisation	(350)	(300)	(350)	(300)
	650	700	650	700
9. PAYABLES				
Bank Overdraft		66		66
Creditors	697	871	697	871
Accrued Expenses	981	453	981	453
Prepaid Revenue	514	650	514	650
	2,192	2,040	2,192	2,040
10. INTEREST BEARING LIABILITIES				
Finance Lease – Current	171		171	
Finance Lease – Non-current	45		45	
	216		216	
11. PROVISIONS				
	1(j)			
Recreation Leave	1,365	1,239	1,365	1,239
Long Service Leave – Current	288	203	288	203
Total Current Provisions	1,653	1,442	1,653	1,442
Long Service Leave – Non-current	2,348	2,285	2,348	2,285
Aggregate carrying amount of provisions	4,001	3,727	4,001	3,727

Notes to the financial statements

FOR THE YEAR ENDED 30 JUNE 2002

	CONSOLIDATED		STATE LIBRARY OF VICTORIA	
	2002	2001	2002	2001
	\$'000	\$'000	\$'000	\$'000
12. EQUITY AND MOVEMENTS IN EQUITY				
(a) Contributed Capital				
Balance at beginning of the year	456,035	435,482	456,035	435,482
Opening Balance Adjustment	1(b) 30,125		30,125	
<i>Equity Contribution from Government</i>				
Buildings Improvements	21,145	20,553	21,145	20,553
Balance at end of the year	507,305	456,035	507,305	456,035
(b) Accumulated Surplus				
Accumulated surplus at beginning of the year	30,125	28,752	30,125	28,752
Opening Balance Adjustment	(30,125)		(30,125)	
Net Result for the year	8,853	454	7,375	(394)
Net Transfer (to)/from Donations and Bequest Reserve	(1,395)	(954)	25	(37)
Net Transfer (to)/from Specific Purpose Grants Reserve	(1,520)	1,873	(1,462)	1,804
Transfer to/from General Reserve	(1,000)		(1,000)	
Accumulated surplus at end of the year	4,938	30,125	4,938	30,125
(c) Reserves				
<i>Land Asset Revaluation Reserve</i>				
Balance at beginning of the year	12,500	12,500	12,500	12,500
Movement				
Balance at end of the year	12,500	12,500	12,500	12,500
<i>Buildings Asset Revaluation Reserve</i>				
Balance at beginning of the year	26,833	26,833	26,833	26,833
Movement				
Balance at end of the year	26,833	26,833	26,833	26,833
<i>Equipment Asset Revaluation Reserve</i>				
Balance at beginning of the year	712	712	712	712
Movement				
Balance at end of the year	712	712	712	712
<i>Total of the Asset Revaluation Reserve</i>				
Balance at beginning of the year	40,045	40,045	40,045	40,045
Movement				
Balance at end of the year	40,045	40,045	40,045	40,045

	CONSOLIDATED		STATE LIBRARY OF VICTORIA	
	2002	2001	2002	2001
	\$'000	\$'000	\$'000	\$'000
12. EQUITY AND MOVEMENTS IN EQUITY (continued)				
(d) General Reserve				
Balance at beginning of the year	–		–	
Transfer from Accumulated Surplus	1,000		1,000	
Balance at end of the year	1,000		1,000	
(e) Donations and Bequests Reserve				
Balance at beginning of the year	4,335	3,381	1,809	1,772
Transfer (to)/from Accumulated Surplus	1,395	954	(25)	37
Balance at end of the year (Note 13)	5,730	4,335	1,784	1,809
(f) Specific Purpose Grants Reserve				
Balance at beginning of the year	5,076	6,949	4,907	6,711
Transfer (to)/from Accumulated Surplus	1,520	(1,873)	1,462	(1,804)
Balance at end of the year (Note 14)	6,596	5,076	6,369	4,907
(g) Total Equity at the beginning of the year				
	535,616	514,609	532,921	512,762
Total Changes in Equity recognised in the Statement of Financial Performance	8,853	454	7,375	(394)
Contributions of Equity	21,145	20,553	21,145	20,553
Total Equity at the end of the year	565,614	535,616	561,441	532,921

Notes to the financial statements

FOR THE YEAR ENDED 30 JUNE 2002

	CONSOLIDATED			
	c-fwd Balance	Transfer from Accumulated Surplus	Transfer to Accumulated Surplus	Balance
	01 Jul 2001	2002	2002	30 Jun 2002
	\$'000	\$'000	\$'000	\$'000
13. DONATIONS AND BEQUESTS RESERVE				
State Library of Victoria				
Sir Irving Benson Estate	421	21		442
L M Henderson Estate	257	13	35	235
T Buesst Bequest	203	10		213
C Sunberg Estate	195	10	80	125
V G Dobbie Bequest	156	8		164
S E Wills Bequest	55	3		58
Ethel Cutten Estate	192	9		201
V J Chalmers Estate	91	5		96
Potter Foundation	80	4		84
Margery Ramsay Estate	72	4		76
Frederick Bryan Bequest	20	1		21
Kurt Ofenberg Bequest	9			9
Constance Thomson Estate	5			5
M V Anderson Estate	2			2
K Wilson Bequest	51	2		53
	1,809	90	115	1,784
State Library of Victoria Foundation	2,526	1,646	226	3,946
Total Library Board of Victoria	4,335	1,736	341	5,730

14. SPECIFIC PURPOSE GRANTS RESERVE

During the 2001–02 financial year funds were received from external organisations to be applied for specific purposes. This 'Specific Purpose Grants Reserve' is a balance of all grant funds, which remain unexpended as at 30 June 2002. The balance of this reserve account consists of the following grants:

	CONSOLIDATED			
	c-fwd Balance	Transfer from Accumulated Surplus	Transfer to Accumulated Surplus	Balance
	01 Jul 2001	2002	2002	30 Jun 2002
	\$'000	\$'000	\$'000	\$'000
Directorate				
Arts Victoria – Corporate Training	33		9	24
Arts Victoria – Multimedia Sculpture		112	112	
Council of Australian State Libraries		33	9	24
Kelly Armour Digitisation		20	20	
Building Services				
Heritage Victoria – Dome Windows	334		334	
Façade Cleaning			(10)	10
Finance and Development				
Arts Victoria – Human Resources System Enhancements	29			29
Network Services				
Network Services	67	61	89	39
Multimedia Victoria – Skills.net Program	1,781	1,235	1,587	1,429
Multimedia Victoria – Library Infrastructure	1,759	5,497	3,427	3,829
Library Network Unit				
Library Network and Support	278	1,378	1,366	290
Information Resources				
Murray Goulburn Rural Water	27		6	21
Pacific Access	9	10	10	9
La Trobe Rare Books	4		4	
Sybil Craig Bequest	35	1	16	20
W G Alma Estate	33	15	7	41
		117	117	

Notes to the financial statements

FOR THE YEAR ENDED 30 JUNE 2002

	CONSOLIDATED			
	c-fwd Balance	Transfer from Accumulated Surplus	Transfer to Accumulated Surplus	Balance
	01 Jul 2001	2002	2002	30 Jun 2002
	\$'000	\$'000	\$'000	\$'000
14. SPECIFIC PURPOSE				
GRANTS RESERVE (continued)				
Public Programs				
Edwards – Trees Of Australia	12		12	
Public Program Events	33	75	59	49
Carlton & United Breweries	9			9
J Biddlecombe	7			7
Australian Centre for Youth Literature	2	134	107	29
Federation Exhibition	87	63	98	52
Orton Fund	14	1		15
William Buckland Foundation	4	1		5
Posters Catalogue	20		20	
DEET – Education Services		48	48	
Premiers Literary Awards		109	109	
Exhibitions		6	1	5
Information Services				
Genealogy Collection	5			5
Co-operatives Grant	1			1
Stegley Foundation	7	5	4	8
W Angliss Project	1		1	
George Robertson Program	8	4	9	3
VISioN	46	91	77	60
William Angliss Project	1		1	
The R E Ross Trust	8	65	43	30
Coles Myer Ltd	90	108	58	140
Darling Travel Grant	2			2
Veterans' Affairs History	5		5	
The Agnes Robertson Trust – Digitise Record Collection	150			150
Digitise Barnette Photographs		5	5	
Mary Owen Papers		3		3
Pacific Access		5	5	

	CONSOLIDATED			
	c-fwd	Transfer	Transfer to	Balance
	Balance	from	Accumulated	
	01 Jul 2001	Accumulated	Accumulated	30 Jun 2002
	\$'000	Surplus	Surplus	\$'000
14. SPECIFIC PURPOSE				
GRANTS RESERVE (continued)				
Preservation & Storage				
Adopt a Book Project	4			4
Honda Microfilm Project	2			2
Ciba Conservation		24		24
ADFS Conservation		1		1
Total State Library of Victoria	4,907	9,227	7,765	6,369
SLV Development Fund (Foundation)	104	226	103	227
The R E Ross Trust	65		65	
Total State Library of Victoria Foundation	169	226	168	227
Total Library Board of Victoria	5,076	9,453	7,933	6,596
Summary of Reserve Movements				
<i>State Library of Victoria</i>				
Total of Donations and Bequest Reserve	1,809	90	115	1,784
Total of Specific Purpose Grants Reserve	4,907	9,227	7,765	6,369
	6,716	9,317	7,880	8,153
<i>State Library of Victoria Foundation</i>				
Total of Donations and Bequest Reserve	2,526	1,646	226	3,946
Total of Specific Purpose Grants Reserve	169	226	168	227
	2,695	1,872	394	4,173
<i>Consolidated</i>				
Total of Donations and Bequest Reserve	4,335	1,736	341	5,730
Total of Specific Purpose Grants Reserve	5,076	9,453	7,933	6,596
	9,411	11,189	8,274	12,326

Notes to the financial statements

FOR THE YEAR ENDED 30 JUNE 2002

	CONSOLIDATED		STATE LIBRARY OF VICTORIA	
	2002	2001	2002	2001
	\$'000	\$'000	\$'000	\$'000
15. GOVERNMENT FUNDING				
Government Funding for the provision of outputs – Current Nature				
Government Appropriation	26,433	25,309	26,433	25,309
16. TRADING INCOME				
VICNET	1,662	1,356	1,662	1,356
Other	2,140	2,044	2,102	2,014
	3,802	3,400	3,764	3,370
17. EXTERNALLY FUNDED PROJECTS				
Multimedia Victoria				
e-gaps	700	200	700	200
Skills.net Program	1,245	1,622	1,245	1,622
Skills.net Roadshow		100		100
Skills.net in Schools Program		296		296
Community Groups	1,420	690	1,420	690
VICNET Enhancement	250	1,000	250	1,000
GO VIC Project	450		450	
Department of Human Services				
Skills.net	30		30	
Digitisation of Photographs	3		3	
Department of Education, Employment & Training				
School Services	48	48	48	48
Department of Treasury & Finance				
VICNET Exhibition	5		5	

	CONSOLIDATED		STATE LIBRARY OF VICTORIA	
	2002	2001	2002	2001
	\$'000	\$'000	\$'000	\$'000
17. EXTERNALLY FUNDED PROJECTS (continued)				
Information Victoria				
GO VIC Project	269		269	
VICNET Exhibition	4		4	
Arts Victoria				
Writers on the Road	15		15	
Multimedia Sculpture	112		112	
ACYL	90	90	90	90
National Gallery of Victoria				
System Support	13		13	
Department of Communication, IT and the Arts				
Skills.net	264	150	264	150
Disability Access		15		15
Rural Libraries Online	1,471	690	1,471	690
Western Murray Mobile	63	55	63	55
Kelly Shoulder Plate	117		117	
Gippsland Community Training	122		122	
Public Access Printers	114		114	
The Department of Veterans Affairs				
Victorian Multicultural Commission	(10)	35	(10)	35
Gordon Darling Foundation		29		29
Pacific Access	15	15	15	15
Public Library Marketing		4		4
Energy Management		20		20
Federation Centenary Exhibition	45	220	45	220
ACYL – Teenagers Reading	35	32	35	32
ACYL – General		5		5
CASL	33		33	
Victoria University ACYL Words Out West		10		10
Major Projects Victoria	612	303	612	303
State Library of Victoria Foundation				
La Trobe University	10			
Alan Shaw Foundation	5			
	7,550	5,661	7,535	5,661

Notes to the financial statements

FOR THE YEAR ENDED 30 JUNE 2002

	CONSOLIDATED		STATE LIBRARY OF VICTORIA	
	2002	2001	2002	2001
	\$'000	\$'000	\$'000	\$'000
18. DONATIONS AND BEQUESTS				
State Library of Victoria				
Donations In Kind (see Note 1(m))	419	1,802	419	1,802
W G Alma Estate	14	6	14	6
Stegley Foundation	5		5	
K Wilson		50		50
Coles Myer Ltd	108	108	108	108
AAMI – Centenary of Federation Exhibition		180		180
Premiers Literary Award		22		22
ACYL Sponsors	9	10	9	10
Mary Owen Estate	3		3	
Harold Mitchell Foundation	11		11	
John Fairfax & Sons	13		13	
Other Donations	7	5	7	5
State Library Of Victoria Foundation			268	394
Total State Library of Victoria	589	2,183	857	2,577
State Library Of Victoria Foundation				
Donations in Kind	3	133		
Sponsorships	202	407		
Sponsorships were received by the Foundation from BHP Billiton Petroleum, The Herald & Weekly Times Ltd, Ciba Specialty Chemicals Pty Ltd, Sun Microsystems and Optus				
Donations	1970	826		
Sir Keith Murdoch's Children and Grandchildren, JB Were & Son Charitable Fund, La Trobe University, Bookplate Donors, Your Place in Our History Donors, Membership Subscriptions, Foundation events and other donations from Foundation supporters.				
State Library Of Victoria Foundation	2,175	1,366		
Total Library Board of Victoria	2,764	3,549	857	2,577

	CONSOLIDATED		STATE LIBRARY OF VICTORIA	
	2002	2001	2002	2001
	\$'000	\$'000	\$'000	\$'000
19. OTHER REVENUE AND REVENUE FROM OTHER PARTIES				
a) Investment Revenue				
Interest Revenue – General	475	632	403	572
Interest Revenue – Bequests	95	99	95	99
Dividends	104	51		
	<u>674</u>	<u>782</u>	<u>498</u>	<u>671</u>
b) Investment Capital Movements				
Realised Capital Gains/(Losses)	26	(4)		
	<u></u>	<u></u>		
Unrealised Capital Gains/(Losses)	(220)	127		
	<u></u>	<u></u>		
c) Other Revenue				
National Gallery Notional Rental	839	839	839	839
Proceeds – Fixed Asset Disposals	24	14	24	14
	<u>863</u>	<u>853</u>	<u>863</u>	<u>853</u>
20. SALARIES AND RELATED COSTS				
Salaries	15,014	14,171	14,896	14,058
Superannuation	30 1,566	1,425	1,557	1,415
Other Salary Related Costs	3,656	3,193	3,630	3,169
	<u>20,236</u>	<u>18,789</u>	<u>20,083</u>	<u>18,642</u>
21. BUILDING AND FACILITIES				
Security	1,623	1,700	1,623	1,700
Repairs and Maintenance	670	1,816	670	1,816
Insurance	472	448	472	448
Cleaning	487	655	487	655
Utilities	496	511	496	511
Other	612	590	611	590
	<u>4,360</u>	<u>5,720</u>	<u>4,359</u>	<u>5,720</u>
22. PROFESSIONAL AND FINANCE				
Audit – Internal and External	79	70	78	68
Professional Services Donated	3	133		
Consultancy and Other Costs	1,386	1,002	1,284	961
	<u>1,468</u>	<u>1,205</u>	<u>1,362</u>	<u>1,029</u>

Notes to the financial statements

FOR THE YEAR ENDED 30 JUNE 2002

	CONSOLIDATED		STATE LIBRARY OF VICTORIA	
	2002	2001	2002	2001
	\$'000	\$'000	\$'000	\$'000
23. BORROWING COSTS				
Finance Lease Interest	21		21	
	21		21	
24. GRANTS DISTRIBUTED				
Community Skills and Networks	1,903	2,202	1,903	2,202
Library Networks	173	418	173	418
	2,076	2,620	2,076	2,620
25. OTHER EXPENSES FROM ORDINARY ACTIVITIES				
Information Technology	1,846	2,188	1,845	2,188
EDP Operating Lease Expense	571	223	571	223
Office Administration	723	736	700	725
Storage & Conservation	322	515	321	515
Marketing & Promotion	947	852	819	806
Communications	395	463	393	461
Travel & Related	455	419	453	420
Publication Expenses	187	279	147	275
National Gallery Notional Rental Cost	839	839	839	839
	6,285	6,514	6,088	6,452
26. ASSET DISPOSALS				
Cost of Assets	33	101	33	101
Accumulated Depreciation	(14)		(14)	
Written Down Value of Asset Disposals	19	101	19	101
27. CONTINGENT LIABILITIES				
The Library Board of Victoria is not aware of any contingent liability as at 30 June 2002 (2000–01 Nil).				

	CONSOLIDATED		STATE LIBRARY OF VICTORIA	
	2002	2001	2002	2001
	\$'000	\$'000	\$'000	\$'000

28. COMMITMENTS

Operating Leases

Commitments for minimum lease payments in relation to non-cancelable operating leases are payable as follows:

Not later than one year	502	405	502	405
Later than one year and not later than five years	374	454	374	454
Later than five years	–	–	–	–
	<u>876</u>	<u>859</u>	<u>876</u>	<u>859</u>

Other Commitments

Not later than one year	1,301	1,789	1,301	1,789
Later than one year and not later than five years	647	1,077	647	1,077
Later than five years	–	–	–	–
	<u>1,948</u>	<u>2,866</u>	<u>1,948</u>	<u>2,866</u>

Finance Leases

Commitments in relation to leases contracted for at the reporting date but not recognised as liabilities

Not later than one year	185	–	185	–
Later than one year and not later than five years	46		46	
Less Future Finance Charges	(15)		(15)	
	<u>216</u>		<u>216</u>	
	<u>3,040</u>	<u>3,725</u>	<u>3,040</u>	<u>3,725</u>

29. NOTES TO THE STATEMENT OF CASH FLOWS

a) Reconciliation of Cash

For the purpose of the Statement of Cash Flows, the Library Board of Victoria considers cash to include cash on hand and in banks, cash management accounts and investments in bank bills and fixed interest securities, net of bank overdrafts. Cash at end of the reporting period, as shown in the Statement of Cash Flows, is reconciled to the related items in the Statement of Financial Position as follows:

Cash on Hand – (Note 2)	8	8	8	8
Cash at Bank – (Note 2)	980	258	819	(66)
Investments – (Note 4)	13,947	11,440	12,700	10,598
	<u>14,935</u>	<u>11,706</u>	<u>13,527</u>	<u>10,540</u>

Notes to the financial statements

FOR THE YEAR ENDED 30 JUNE 2002

	CONSOLIDATED		STATE LIBRARY OF VICTORIA	
	2002	2001	2002	2001
	\$'000	\$'000	\$'000	\$'000
29. NOTES TO THE STATEMENT OF CASH FLOWS (continued)				
b) Reconciliation of Result from Ordinary Activities to Net Cash Inflow from Operating Activities				
<i>Result from ordinary activities</i>	8,853	454	7,375	(394)
Depreciation of Equipment	1,483	1,126	1,476	1,123
Depreciation of Buildings	3,105	3,105	3,105	3,105
(Profit)/Loss on sale of Assets	(5)	87	(5)	87
Donations in Kind	(419)	(1,802)	(419)	(1,802)
Non-cash appropriation (Depreciation)	(6,057)	(6,057)		
Amortisation of Deferred Expenditure	50	50	50	50
Investments – State Library of Victoria	(483)	(670)	(483)	(670)
Repayment of Finance Lease	118		118	
<i>Changes in Operating Assets and Liabilities</i>				
Provisions	273	279	273	283
Debtors	165	108	155	120
Inventory on Hand	3	96	3	96
Investments – State Library of Victoria Foundation				
– Investment Income Reinvested	(176)	(110)		
– Realised/Unrealised Capital (Gains)/Losses	194	(123)		
Creditors	(174)	74	(174)	126
Prepayments	6	(100)	6	(100)
Accrued Income	11		11	
Accrued Interest	(15)	8	(15)	8
Accrued Expenses	528	(292)	528	(290)
Prepaid Revenue	(136)	238	(136)	238
Net Cash Inflow from Operating Activities	7,324	2,528	5,811	1,980

30. SUPERANNUATION

The Board made superannuation contributions for employees as follows:

State Superannuation Fund	750	695	750	695
Victorian Superannuation Fund	632	572	630	572
Private Superannuation Funds	184	158	177	148
	1,566	1,425	1,557	1,415

There are no superannuation contributions outstanding as at 30 June 2002. The Library Board of Victoria has no responsibility for unfunded liabilities associated with any of the above mentioned superannuation schemes. Employer contributions vary from 7% to 14% depending on employee fund membership.

31. RESPONSIBLE PERSONS

The Minister for the Library Board of Victoria is the Minister for the Arts, the Hon. Mary Delahunty MP.

The names of Board members who have held office during the year are:

Mr Sam Lipski AM – President

Dr Terry Cutler – *term commenced May 2002*

Ms Catherine Dale – *term commenced May 2002*

Ms Prue Digby – *term concluded May 2002*

Ms Susan Halliday – *term commenced Sept 2001*

Prof John Funder AO – *term concluded May 2002*

Mr Andrew Lemon

Ms Hilary McPhee AO

Mr Glenn Mescher – *term commenced February 2002*

Ms Patricia O'Donnell

Mr Kevin Quigley – *term commenced May 2002*

Mr Julian Stock

Dr Richard Travers – *term concluded May 2002*

Dr Vicki Williamson – *term commenced February 2002*

The Chief Executive Officer of the Library is Mrs Frances Awcock.

	Total Remuneration		Base Remuneration	
	2002	2001	2002	2001
	\$'000	\$'000	\$'000	\$'000
a) Remuneration of Responsible Persons				
Total remuneration received by Responsible Persons from the reporting entity in connection with the management of the reporting entity. The remuneration includes performance bonuses paid during the year	179	160	157	143
	No.	No.	No.	No.
The number of Responsible Persons whose remuneration fell within the following bands:				
Nil\$	14	11	14	11
\$140,000 – \$149,999				1
\$150,000 – \$159,999			1	
\$160,000 – \$169,999		1		
\$170,000 – \$179,999	1			

No member of the Board has received remuneration or retirement benefits during 2001-02

The Minister for the Arts is remunerated by the State Government of Victoria.

Notes to the financial statements

FOR THE YEAR ENDED 30 JUNE 2002

	STATE LIBRARY OF VICTORIA	
	2002	2001
	\$'000	\$'000

31. RESPONSIBLE PERSONS (continued)

b) Contributions made to Superannuation funds on behalf of responsible persons were:	55	45
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c) Other Transactions of Responsible Persons and their Related Entities

None

32. CONSOLIDATED STATE FINANCIAL STATEMENT ELIMINATION ENTRIES

During the 2001-02 Financial Year, transactions were undertaken with other State Government controlled entities, giving rise to the need for elimination entries to the resultant account balances. The aggregate eliminations included within the consolidation worksheets prepared for input to the Consolidated State Annual Financial Statements, are as follows:

	Inter Department		Intra Department	
	2002	2001	2002	2001
	\$'000	\$'000	\$'000	\$'000
Assets	26,800	20,553		
Liabilities				
Revenues	5,027	3,972	1,176	1,050
Expenses	945	830		3

'Intra' transactions are between entities within the Department of Premier and Cabinet portfolio.

'Inter' transactions are with entities outside the portfolio controlled by the Victorian Government.

	STATE LIBRARY OF VICTORIA	
	2002	2001
	\$'000	\$'000

33. EXECUTIVE OFFICER REMUNERATION

Total remuneration received by Executive Officers, other than the Chief Executive Officer, from the reporting entity in connection with the management of the reporting entity

382 354

	Total Remuneration		Base Remuneration	
Band	2002	2001	2002	2001
Less than \$99,999	1		3	
\$100,000 – \$109,999	1			2
\$110,000 – \$119,999		3	1	1
\$120,000 – \$129,999	2			
\$130,000 – \$139,999				
\$140,000 – \$149,999				

	CONSOLIDATED		STATE LIBRARY OF VICTORIA	
	2002	2001	2002	2001
	\$'000	\$'000	\$'000	\$'000
34. AUDITOR REMUNERATION				
Fees paid and payable to the Auditor-General for auditing the Financial Statements	17	14	15	12

The Auditor-General provided no other services.

35. FINANCIAL INSTRUMENTS

a) Terms, Conditions and Accounting Policies

The Board's accounting policies, including the terms and conditions of each class of financial asset and financial liability, both recognised and unrecognised at balance date, are as follows:

Recognised Financial Instruments	Notes	Accounting Policies	Terms and Conditions
(i) Financial Assets			
Cash Assets	2	Cash is stated at cost	The effective interest rate earned on cash holdings ranged from 0% to 4.52% paid for amounts over \$100,000.
Other Financial Assets	4	Short term deposits are stated at the lower of cost and net realisable value.	An effective interest rate of 4.52% was earned.
Receivables	3	Receivables are carried at nominal amounts due less any provision for doubtful debts.	Settlement terms are 30 days.
(ii) Financial Liabilities			
Creditors	9	Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Board.	Trade liabilities are normally settled on 30 day terms.

Notes to the financial statements

FOR THE YEAR ENDED 30 JUNE 2002

35. FINANCIAL INSTRUMENTS (continued)

b) Interest Rate Exposures

The Board's exposure to interest rate risks and the effective interest rates of financial assets and financial liabilities, both recognised and unrecognised at balance date, are as follows:

Financial Instruments	Floating Interest Rate \$'000	Fixed Interest Maturity 1 Year or Less \$'000	Fixed Interest Maturity 1 Year to 5 Years \$'000	Equities \$'000	Non-Interest Bearing \$'000	Total Carrying Amount as Per Balance Sheet \$'000
<i>(i) 30 June 2002</i>						
CONSOLIDATED						
Financial Assets						
Cash Assets					988	988
Other Financial Assets	13,947			2,782		16,729
Receivables					545	545
Total Financial Assets	13,947			2,782	1,533	18,262
Weighted Average Interest rate	4.52%					
Financial Liabilities						
Creditors					697	697
Lease Liabilities		171	45			216
Total Financial Liabilities		171	45		697	913
Weighted Average Interest rate		9.5%	9.5%			
STATE LIBRARY OF VICTORIA						
Financial Assets						
Cash Assets					827	827
Other Financial Assets	12,700					12,700
Receivables					567	567
Total Financial Assets	12,700				1,394	14,094
Weighted Average Interest rate	4.52%					
Financial Liabilities						
Creditors					697	697
Lease Liabilities		171	45			216
Total Financial Liabilities		171	45		697	913
Weighted Average Interest rate		9.5%	9.5%			

35. FINANCIAL INSTRUMENTS (continued)

Financial Instruments	Floating Interest Rate \$'000	Fixed Interest Maturity 1 Year or Less \$'000	Fixed Interest Maturity 1 Year to 5 Years \$'000	Equities \$'000	Non- Interest Bearing \$'000	Total Carrying Amount as Per Balance Sheet \$'000
<i>(ii) 30 June 2001</i>						
CONSOLIDATED						
Financial Assets						
Cash Assets	324				8	332
Other Financial Assets	11,440	52		1,529		13,021
Receivables					708	708
Total Financial Assets	11,764	52		1,529	716	14,061
Weighted Average Interest rate	5.82%	7.4%				
Financial Liabilities						
Creditors					871	871
Bank Overdraft	66					66
Total Financial Liabilities	66				871	937
STATE LIBRARY OF VICTORIA						
Financial Assets						
Cash Assets					8	8
Other Financial Assets	10,598	52				10,650
Receivables					721	721
Total Financial Assets	10,598	52			729	11,379
Weighted Average Interest rate	5.82%	7.4%				
Financial Liabilities						
Creditors					871	871
Bank Overdraft	66					66
Total Financial Liabilities	66				871	937

Notes to the financial statements

FOR THE YEAR ENDED 30 JUNE 2002

35. FINANCIAL INSTRUMENTS (continued)

c) Net Fair Values

The aggregate net fair value of financial assets and financial liabilities, both recognised and unrecognised, at balance date, are as follows:

	CONSOLIDATED		STATE LIBRARY OF VICTORIA	
	2002	2001	2002	2001
	\$'000	\$'000	\$'000	\$'000
<i>(i) Financial Assets</i>				
Cash Assets	988	332	827	8
Other Financial Assets	16,729	13,021	12,700	10,650
Receivables	545	708	567	721
Total Financial Assets	18,262	14,061	14,094	11,379
<i>(ii) Financial Liabilities</i>				
Creditors	697	871	697	871
Bank Overdraft		66		66
Lease Liabilities	216		216	
Total Financial Liabilities	913	937	913	937

The following methods and assumptions are used to determine the net fair values of financial assets and financial liabilities:

Recognised financial instruments

Cash and Investments:

The carrying amount approximates fair value because of their short term maturity

Receivables and Payables:

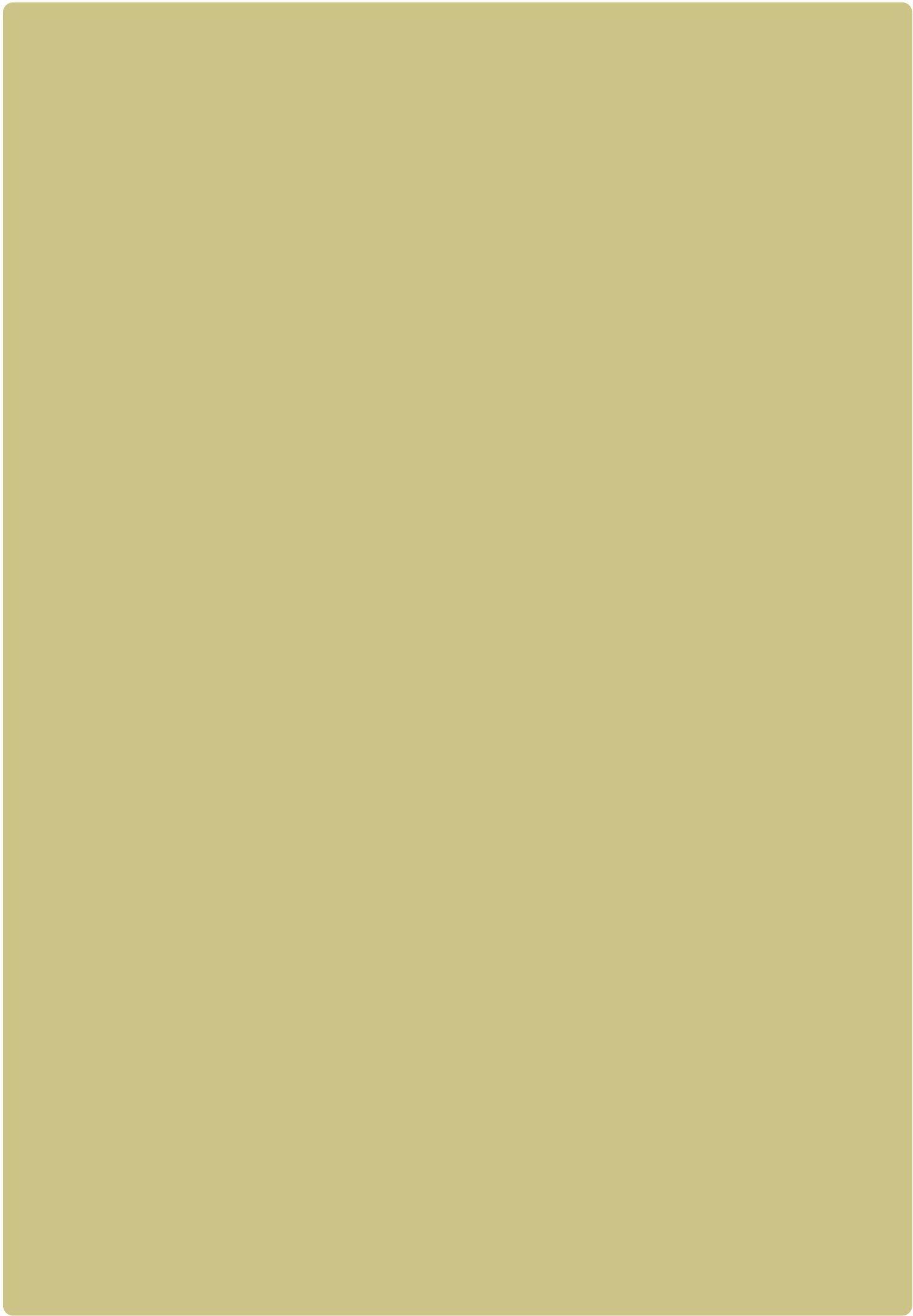
The carrying amount approximates fair value

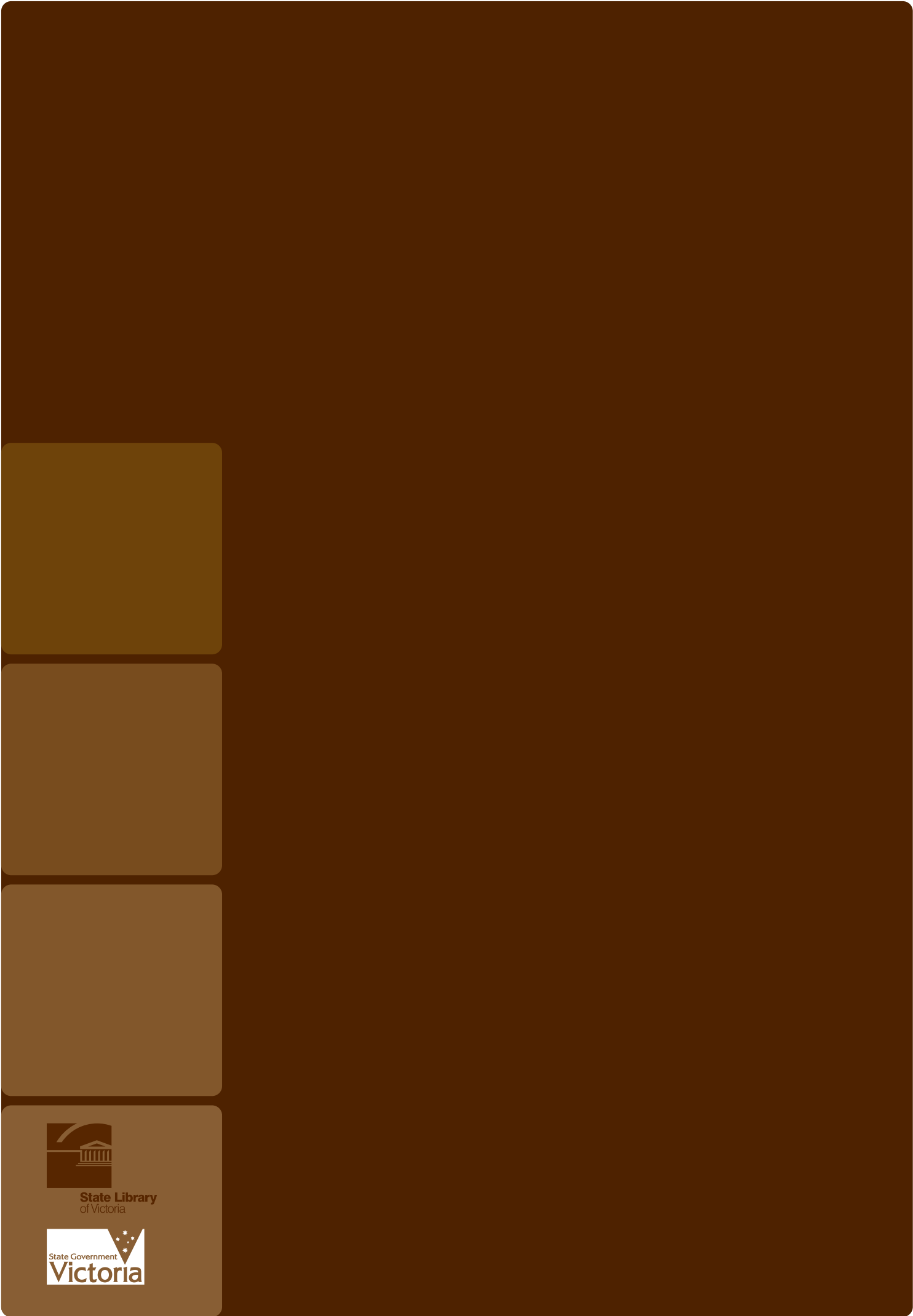
d) Credit Risk Exposures

The Board's maximum exposure to credit risk at balance date in relation to each class of recognised financial asset is the carrying amount of those assets as indicated in the balance sheet.

Credit risk in trade receivables is managed in the following ways:

- payment terms are 30 days
- debt collection policies and procedures.





State Library
of Victoria



State Government
Victoria