

OFFER OF MATERIALS

CALL Collection Website and Archive

This form provides details about materials offered to the CALL Collection at Batchelor Institute. It allows us to assess, select and digitise materials, and house or return the materials as you request. The form serves as a record of your offer and helps us prioritise tasks and avoid duplication. Please complete this form and return it with the materials that you are offering to the CALL Collection.

Section 1 - Your Details

Your name/organisation:

Your Community:

Your phone number:

Your Email:

Your postal address:

Your date of birth:

Section 2 - Collection Policies

I have checked the attached CALL Collection selection criteria and believe this material is appropriate for the CALL Collection.

Arrangements for materials after digitisation:

Return to you Repatriate to community Leave at CALL

If you would like the materials returned to you or repatriated to a community please provide details:

Section 3 - Signature

Your signature:

Date

For more information:

CALL collection collcollection.batchelor.edu.au
CALL call.batchelor.edu.au
Batchelor Institute batchelor.edu.au

Follow Batchelor Institute on Twitter [@Indigenous_Inst](https://twitter.com/Indigenous_Inst)
Like Batchelor Institute of Facebook [@BatchelorInstitute](https://www.facebook.com/BatchelorInstitute)

SELECTION CRITERIA AND GUIDELINES

CALL Collection Website and Archive

Items in the CALL Collection must fit the Selection Criteria of the CALL Collection. The Collection's focus is on items in Australian Indigenous languages or about Indigenous languages that are unpublished, rare or not commercially available.

SELECTION CRITERIA

All materials must be:

- written or recorded in Australian Indigenous languages
- related/relevant to Australian Indigenous languages.

These materials must fall within at least one of these categories:

- Original, unpublished
- Rare, published (not easily accessible, not commercially available).

Material types – all: text, audio, audio-visual, still images

Formats – all formats, analogue and digital.

OTHER ITEMS

Materials that do not fit the Selection Criteria

Items that do not fit these criteria go to the Library for assessment. Student records or other educational documents, resources etc. that do not fit the criteria go to Archives, the Library or another appropriate department within the Institute.

Commercially available items

Currently available commercial items are not kept in the CALL Collection. These may be purchased by the Library. The exception is Batchelor Press, which, for any item in language, deposits one copy in the CALL Collection, and one in each campus library.

Indigenous culture themes

Items about Indigenous culture that are not in an Indigenous language belong in the Library (not the CALL Collection) except in special circumstances, i.e. if the item is rare or needs preservation/protection and is kept on the Special Significance/Rare Items shelf in the Collection room.

Special significance and rare items

There is a designated 'Significant/Rare items' shelf in the CALL Collection room for materials that are not in Indigenous language, but have special significance in relation to Australian Indigenous culture, communities or history.

This shelf is part of the Library Collection rather than the CALL Collection, so the items are catalogued within the Library, but housed in the same room as the CALL Collection for preservation purposes.

Examples are:

- Records of cultural knowledge and practice
- Handwritten diagrams/notes detailing clans, languages, totems, country
- Written/typed notes – biography, community history, cultural knowledge
- Oral histories, community histories in English and with cultural, community or historical significance
- Newsletters – e.g. Australian Indigenous issues, community or language newsletters not held in the Library and of significance for CALL or the history of the Institute or Indigenous issues, community history or language
- Photos and video.

EXAMPLES OF MATERIALS HELD IN THE CALL COLLECTION

The Collection preserves materials in language with a view to assisting students, researchers, educators, language workers, linguists and other people who are interested in or working on their own language or on projects for language maintenance, revival and preservation. The CALL Collection is a valuable resource for cultural, social and historical benefit.

Items kept in the CALL Collection should be in Australian Indigenous languages or related to/relevant to those languages. The Collection is not a holding bay for curriculum documents, teaching plans, miscellaneous documents related to an Indigenous language course etc.

Items placed in the CALL Collection should fit the criteria with a view to preserving language and being of use for various language purposes e.g. own

language work, research, education, endangered language projects etc. Some items may be stored on the Significance/Rare items shelf because they have Indigenous cultural, social or historical significance.

Student Work

- School of Australian Linguistics (SAL) workbooks, student work
- RATE program workbooks
- Aboriginal Language Fortnight workbooks, booklets
- Student Work from 'Own Language' courses – Batchelor College, CALL, Batchelor Institute
- Stories – handwritten or typed
- Dummies for books (published or unpublished) – hand-drawn, hand-written or typed
- Oral histories, interviews, recollections, reflections etc. relating to Indigenous culture, community, issues and life-style, significance and state of language issues, in language or English

Readers, booklets, word lists

- Literature Production Centre readers, language booklets, wordlists, stories
- School of Australian Linguistics (SAL) booklets,
- Remote Community School produced readers, language booklets, wordlists, stories
- Stories
- Songs
- Bible stories and songs
- Word lists

Batchelor Press publications in language

- Books, CDs, DVDs, posters

Linguistic documents, publications and notes

- Orthographies
- Word lists
- Linguistic notes
- Field notes
- Theses
- Dictionaries
- Concordances
- Drafts of the above, prior to publication/ submission

Audio, video (tape, CD, DVD, digital file)

- Interviews
- Oral history
- Stories
- Interviews
- Oral history
- Word lists
- Tests, demonstration of work, assessment tasks
- Language exercises
- Indigenous community history
- Indigenous cultural practice and knowledge

Cultural knowledge and practice

- Documents and recordings about Indigenous cultural knowledge and practice, not necessarily in Indigenous language, not commercially available
- Notes about cultural knowledge and practice
- Diagrams about cultural knowledge and practice, e.g. country, totems, language, relationships

Education

- Documents related to Indigenous language education

Photos, slides video

- Institute related activities, events, classes
- Visits to Country
- Student work
- Endangered Language Work projects

Note

The above is a sample list of the kinds of items in the CALL Collection. Significant or valuable items that do not fit the criteria and the list should be placed on the Significant/Rare items shelf and discussed with the Library Manager about the best home for them. There may be other items that fit the criteria for the CALL Collection that are not in the above sample list.