

state library of victoria foundation

About the Foundation

The State Library of Victoria Foundation supports the strategic objectives of the State Library of Victoria.

The Foundation's principal aims are to:

- attract, manage and retain for the State Library the continuing interest, goodwill and financial support of the Victorian community
- engage and build mutually beneficial relationships with the corporate and philanthropic sectors, with a view to procure funds necessary to promote the State Library's critical role in the information age as well as its core activities
- continue to build its capital fund and raise additional monies to assist the Library with both specific and general projects and activities, including:
 - to obtain, maintain, develop, improve and exhibit, both physically and online, its collection of literary and historical artefacts and materials
 - to provide educational services, training programs and public programs, research and publication of materials from the Library's collection and the exhibition and display of materials from the Library's collection both physically and online.

Fundraising and Events

The State Library of Victoria Foundation has continued to generate substantial cash and in-kind sponsorships and philanthropic donations to assist the Library to deliver a range of programs, exhibitions and educational services, and to fund innovative multimedia and digitisation projects.

The Foundation continued its commitment to fundraising initiatives and special members' events as part of its program for 2005-06. The events organised by the Foundation are primarily marketed to Foundation members - individuals who make a donation of \$65 annually to assist the Foundation in its ongoing support of the State Library and its activities.

It has been another busy year for the Foundation with the work of the State Library showcased to a supportive and appreciative network.



Highlights

- Lorenzo Montesini, representing the Friends of the Bibliotheca Alexandrina in Australia, was the Foundation's guest in August. His presentation outlined the history of this great Egyptian library, and the role it plays in modern Alexandria.
- In September Foundation members viewed the Bendigo Petition up close in the Cowen Gallery.
- The Annual Members' Dinner was held in October, during which State Library Creative Fellow Robyn Annear regaled the group with tales and secrets of characters from early Melbourne.
- Rodney Davidson invited Foundation members to a gathering at his home in November to view his private collection of Australian historical material, and to talk to some collection experts about the importance of the pieces.
- Drinks were held for Foundation members prior to attending a curatorial 'in conversation' with Peter Lyssiotis and John Wolseley, whose work was featured in the *Lost & Found* exhibition in the Keith Murdoch Gallery.
- 'Open World' tapestry designer, John Young, provided an insight to his inspiration in a talk to Foundation members. Mr Young's tapestry was commissioned by the State of Victoria as a gift to our sister province, Nanjing, in China, and was on display in the Cowen Gallery before leaving Australia.
- In December a preview event for Foundation members, along with donors and volunteers, was held in the Cowen Gallery before a viewing of *Mirror of the World: books and ideas*. Guests enjoyed a recital by the choir Cantores Sumus, featuring a Gregorian chant from the *Poissy Antiphonal* (c. 1350), a volume featured in the exhibition.



- Foundation members were invited to attend the March launch of the Library's *National Treasures from Australia's Great Libraries* exhibition held in Experimedia and the Keith Murdoch Gallery. A musical tribute from Shane Howard launched the event at the Library. Members were also invited to drinks before a curatorial talk with Margaret Dent from the National Library the following week, who revealed some secrets behind the exhibition.
- In June Foundation members enjoyed drinks prior to a talk from the curator of *Naked Democracy: Governing Victoria 1856-2006*.

2006 Keith Murdoch Oration

The State Library of Victoria Foundation was again the major sponsor and organiser of the third Keith Murdoch Oration. Held biennially, this year's orator was Olympic great and Chair of the London Organising Committee for the 2012 Olympic Games, Sebastian Coe KBE. Lord Coe delivered the oration 'Making Sport Matter for the Next Generation' to an audience of 340 guests at Carousel on Albert Park Lake on Thursday 16 March. The oration was delivered in the presence of Dame Elisabeth Murdoch AC, DBE and members of the Murdoch family. Sponsors of the oration included the *Herald Sun*, DDB, UBS Wealth Management, Taltarni Vineyards, Carousel & food&desire, and Peter Jones Special Events. The oration was the most significant and successful fundraising event for the year. The next Keith Murdoch Oration is planned for 2008.

Practical Assistance

The Foundation contributed in excess of \$450,000 to the Library from its Development Fund. This supported:

- printing and distribution of the *State Library of Victoria News*
- exhibitions program
- purchase of items for the collection
- Creative Fellowships program.

The Foundation assists the Library in acquiring collection items throughout the year. This year the Foundation was able to assist with the purchase of three key items relating to Victoria's early history: an archive of documents relating to William Buckley, a letter from John Batman to John Montagu, being the earliest document detailing Batman's intentions to sail to the coast of 'New Holland', and two documents relating to William Lonsdale's administration of the Port Phillip District as police magistrate.

The Foundation also supported a major digitising project of the Port Phillip and MMBW papers and made substantial contributions towards the Library's Creative Fellowships program for 2006 and to the exhibition *National Treasures from Australia's Great Libraries*.

The Foundation was the major sponsor of the Library of the 21st Century Symposium, held in February 2006 at the Library. Presented to government and key stakeholders, the symposium was a vital part of the slv21 initiative.

The balance of funds will be transferred to the 2006-07 Development Fund.

Redmond Barry Society

Established during the Library's 150th anniversary year, 2004, the Redmond Barry Society is the Foundation's bequest society. With over 50 bequests committed in the first two years, the society creates the opportunity for a lasting legacy of support for the Library. This year saw the realisation of two major bequests, from Quentin Madden and Eleanor Mary Borrow, both long-time supporters of the Foundation and the State Library's important work. Bequests can be left as a monetary amount or in kind and those who commit to leave a bequest become members of the society. Over the course of the year, a number of events are held for members, including an annual anniversary celebration of the society held in July.

**People in the State Library of Victoria
Foundation**

Principal Patron

Dame Elisabeth Murdoch AC, DBE

Volunteers

The Foundation gratefully acknowledges the contribution of volunteers who serve on its Executive, Relationships Committee and La Trobe Journal Committee listed below, and in particular, the Chairman of the Foundation, Mr Stephen Kerr, its bookplate volunteers, Mrs Claire Baillieu and Mrs Heather Anne Field, and its pro bono legal advisors, Freehills.

**State Library of Victoria Foundation
Executive Committee**

Mr Stephen Kerr (Chairman)
Mr Martin Armstrong
Mr John Arnold
Emeritus Professor John Barnes
Mr David Bennett
Mrs Janet Calvert-Jones AO
Mr John Chalmers (to March 2006)
Dr Anne Colman
Mr Andrew Coloretti
Mrs Julie Ann Cox
Mrs Kerry Gillespie
Mr Gary Graco
Ms Sue Hamilton (from March 2006)
Ms Sue Hurley
Mr Greg Hywood (February to May 2006)
Mr Robert Lang
Mr Sam Lipski AM (to May 2006)
Mr John Mortimore
Mr David Mulally (from June 2006)
Mrs Maria Myers
Mr Kevin Quigley (to August 2005)
Ms Susie Reece Jones
Ms Anne-Marie Schwirtlich (to March 2006)

State Library of Victoria representatives

Mr Shane Carmody
Ms Shelley Roberts

Foundation Executive Director

Mr Morton Browne

Sponsorship Manager

Ms Kathy Lane (to March 2006)

Memberships

Ms Bobby Krisohos

Administrative Assistant to Committee

Ms Joanne Halpin

Relationships Committee

Mr Andrew Coloretti
Mrs Julie Ann Cox
Ms Sue Hurley
Mr Stephen Kerr
Mr Robert Lang
Mr John Mortimore
Mrs Maria Myers

La Trobe Journal Committee

Emeritus Professor John Barnes (Editor)
Mr John Arnold
Mrs Sandra Burt (Assistant Editor)
Dr Anne Colman
Mr Des Cowley
Mr Paul Fox (to January 2006)
Mrs Yvonne Hurley
Assoc. Prof. Wallace Kirsop

State Library of Victoria representative

Mr Shane Carmody

**State Library of Victoria Foundation
2005-06 sponsors and donors**

AAMI
Agnes Robertson Trust
Alan (AGL) Shaw Charitable Trust
Arthur A Thomas
A & M Cowen
Barbara Tucker
Bond Imaging
CASS Foundation
Ciba Specialty Chemicals Pty Ltd
Freehills
Helen Macpherson Smith Trust
Robin and Suzanne Hunt
Margaret S Ross AM
Network Ten
RE Ross Trust
Sidney Myer Fund
Sir Keith Murdoch's children and
grandchildren
Taltarni Vineyards
The Gandel Charitable Trust
The Herald & Weekly Times Pty Ltd
The Sunshine Foundation
Trust Company of Australia
William Buckland Foundation

Third Keith Murdoch Oration sponsors

Herald Sun
UBS Wealth Management
DDB
Taltarni Vineyards
Peter Jones Special Events
Carousel and food&desire



national and international activities

MyLanguage, the national language initiative, coordinated by the Library, was nominated as a finalist in the prestigious Stockholm Challenge held in May 2006. This international competition rewards projects which use information technology to improve living conditions and increase economic growth. The selection of MyLanguage recognises the project's success in serving Australia's multilingual communities.

The Library was very pleased to receive financial support from the RE Ross Trust Regional Fellowship Program in October 2005 to research and scope a project around the opportunities for strengthening librarianship in East Timor and Papua New Guinea.

Further opportunities to expand the Library's existing Memorandum of Understanding with the National Library Board of Singapore have been investigated in anticipation of renewing this agreement at the end of 2006.

During the past year the Library welcomed cultural delegations from the Chinese province of Zhejiang, from Tonga and from the Italian Ministry of Arts and Culture, in addition to visits from the National Library of New Zealand, the National Archives of South Africa, and the Helsinki City Library.

More than 50 staff were involved in sharing their knowledge during a six-week study tour by Ms Wang Fang, Deputy Director of Application of Information Technology, and Ms Yang Lingxue, Associate Research Fellow and Deputy Director of Research, from the Nanjing Public Library. The study tour was part of a long-standing reciprocal agreement dating back to 1985 between the Nanjing Public Library and the State Library of Victoria.

The groundbreaking work of the Library Board of Victoria's *Libraries Building Communities* research and development project was recognised internationally, with presentations at the International Federation of Library Associations Management and Marketing Section Conference in Bergen, Norway, in August 2005; the sixth Northumbrian International Conference on Performance Measurement in Libraries and Information Services in Durham, England, in August 2005; and the Library and Information Association of New Zealand Aotearoa's annual conference in Christchurch, in September 2005.



National and international library conferences organised by the State Library included:

- Around the World in a Day - a symposium highlighting trends in public libraries around the world with speakers including winners of previous LBV Ramsay and Reid Scholarships
- Copyright, Digitisation and Cultural Institutions - a conference in which delegates from public and private institutions in Australia and New Zealand came together at the Library to discuss the issues confronting cultural institutions, copyright owners and the legal profession
- Library of the 21st Century Symposium - a high-level conversation led by influential Australian and international speakers including distinguished US commentator Joel Kotkin and influential UK thinker Charles Leadbeater
- the third biennial Open Road multilingual access conference - speakers included international jurist Justice Marcus Einfeld QC and leaders from the Worldwide Web Consortium UK and BBC World Services
- Public Libraries 2020 Summit, designed to stimulate thinking towards the development of a blueprint for Victorian public libraries. Speakers included the National Librarian of New Zealand and Director of the Helsinki City Library in Finland.

Anne-Marie Schwirtlich continued as chair of CASL. The State Library continues to provide the secretariat for CASL. Anne-Marie Schwirtlich is also CASL's representative on the multi-sectoral Collections Council of Australia.

Staff Fellowship Program

The Staff Fellowship program was restored during the year. Eleven applications were received from 13 staff with priority given to applications for projects that supported the strategic initiatives contained in slv21. Five fellowships were awarded, as follows:

- Miyuki Chikamatsu, Collection Management Division, for a project to research and catalogue 19th-century Japanese art materials currently held in the State Library's collection
- Tom Corfmat, Access and Information Division, for a project to create an index to the members of the Victorian Militia and Defence Forces who appeared in the *Government Gazette* between 1859 to 1901
- Grant Hamstead, Access and Information Division, for the project 'Transported Convicts to Australia: An internet research guide'
- Andrew McConville, Access and Information Division, for the project 'Hidden Histories: Victoria and the golden age of Antarctic exploration'
- Judy Scurfield, Access and Information Division, for the project 'Charting Australian Waters: A survey of the British Admiralty charts of the Australian coastline held in the State Library of Victoria'.

It is likely that a number of other projects will progress through normal work schedules, thereby enabling a greater number of fellowship projects to be advanced.



Occupational Health and Safety Performance Measures

The cost and number of WorkCover claims continued to decline due to improvements in safe work practices and an emphasis on effective management of return to work plans for claimants. Actual costs of claims have fallen by over 70 per cent since 2003-04. As anticipated in the 2004-05 annual report, the cost of WorkCover insurance premiums fell by 25 per cent in 2005-06.

The Library continued to achieve satisfactory results in regular audits conducted under SafetyMap accreditation. The first audit conducted following accreditation in March 2005 (the audit was conducted in November 2005) resulted in one Corrective Action Report against 40 elements (of 83) subject to audit. This is regarded as a very good result and an endorsement of the high standards adopted for the Library's Safety Management Systems.

Two lost-time injuries were reported during January-February 2006, the first such injuries in 903 days. Both instances were soft-tissue injuries resulting in minimal lost time and minor medical expense.

The Library continued to provide a number of initiatives to promote employee health and wellbeing, including the provision of influenza vaccinations for Library staff, subscription to a monthly e-newsletter for employee wellbeing, onsite periodic yoga classes and massage service, onsite bicycle storage facilities and participation in a Corporate Challenge fitness promotion. Staff involvement in this promotion has increased threefold since 2004-05.

Mary Delahunty MP, Minister for the Arts, opens the Copyright, Digitisation and Cultural Institutions Conference at the Library

Andrew T. Kenyon at the copyright conference

Sam Lipski AM at the Open Road multilingual access conference

Keynote speaker Joel Kotkin at the Library of the 21st Century Symposium

Environmental Performance

The State Library of Victoria is aware of and compliant with the government's 15 per cent energy reduction target, and is currently monitoring and tracking energy usage.

Office-based environmental impacts

Environmental Aspect	Description	Unit of Measure	2005-06
Energy	Use per FTE	Megajoules	70,821
	Use per sq.m. office space	Megajoules	585
	Total use	Gigajoules	26,912
	Total assoc. greenhouse gas emissions	Tonnes of CO ₂	10,406
	Total GreenPower	Kilowatt-hours	249,184
	Total cost of GreenPower	Dollars	17,119
	Paper	Total per FTE	Reams
Total use		Reams	5800
Transportation		Total fuel consumption	Gigajoules
	Fuel consumption per FTE	Gigajoules	0.7
	Total greenhouse gases	Tonnes of CO ₂	19.2
	Total greenhouse gases per FTE	Tonnes of CO ₂	0.1
	Total travel with SLV ops	Kilometres	84,600
	Total travel with SLV ops per FTE	Kilometres	223
	Employees regularly using public transport	Per cent	Not available
Waste	Generated per FTE	Kilograms	404
	Total recycled	Kilograms	33,792
Water	Consumption per FTE	Litres	57,026
	Total consumption	Litres	21,670,000

Notes

All figures based on whole of site including building site.

Figures distorted as do not include patrons.

Based on 380 total staff.

Paper usage includes use by public.

Public Sector Values and Employment Principles

Under the provisions of the *Public Administration Act 2004*, the Library is required to establish employment processes which uphold the employment principles established under that Act. Employment processes are to be established to ensure that:

- employment decisions are based on merit
- public sector employees are treated fairly and reasonably
- equal employment opportunity is provided
- public sector employees have a reasonable avenue of redress against unfair or unreasonable treatment.

The Act also requires that public sector officials should demonstrate behaviours which conform to public sector values of responsiveness, integrity, impartiality, accountability, respect and leadership. As public sector employees, all State Library of Victoria staff are subject to the 'Code of Conduct for the Victorian Public Sector', which was developed by the Public Sector Standards Commissioner and adopted by the Library Board of Victoria.

The Library has responded to the provisions of the *Public Administration Act* as follows:

Public Sector Values

- The Enterprise Partnership Agreement provides a set of Library values which either supplement or focus the Public Sector Values as they relate to the Library. The Library's values promote access to information, customer service, building knowledge, respect, teamwork, the networked future and lifelong learning.
- The Enterprise Partnership Agreement outlines a set of characteristic qualities, underlying styles and skills demonstrated by effective leaders within the Library. The set of qualities was developed through consultation with Library employees.
- The Library was a foundational subscriber to the State Services Authority's Ethics Resources Kit, which will be incorporated into the Library's suite of management and employment development systems.
- The Library has adopted the State Services Authority's Code of Conduct as part of its Enterprise Partnership Agreement.

Employment Principles

- The Enterprise Partnership Agreement expressly provides that members of selection panels be adequately trained to ensure that selection decisions are based on merit, equity, transparency and open competition.
- Staff regularly involved in recruitment and selection receive information and education on legislative requirements and anti-discrimination issues.
- Training and development programs are in place for managers and supervisors which focus on fair and reasonable treatment of staff.
- Experienced Human Resource consultants are available to work with managers and supervisors to ensure that decisions affecting employees are based on fairness and reasonableness.
- Training and development initiatives are tailored to ensure that all staff have equal 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 performance management system provides a consistent and equitable method of managing performance and remuneration.
- Grievance processes exist in order to provide a consistent avenue for redress against unfair or unreasonable treatment through conciliation, resolution or referral of grievances.

Statement of Workforce Data

	Female	Male	Total	Variation from 2004-05
As at 30 June 2006				
Employment Type				
Casual	26	31	57	14
Fixed	31	15	46	14
Ongoing	176	120	296	-1
Total actual	233	166	399	27
Total FTE	194.24	133.97	328.21	12.1

Diversity and Access

The State Library of Victoria has a long tradition of engaging the community, providing skills for life and fostering social cohesion through the provision of equitable access to information and resources. The Library's adoption of emerging technologies has ensured that the principle of equity has been transferred to the online environment. In particular targeted services and lifelong learning programs for culturally diverse groups, women, youth and the Indigenous community provide a vital contribution to the development of a cohesive and socially inclusive society.

The services and activities provided by the State Library of Victoria support the government's objectives as outlined in the *Growing Victoria Together* and *Valuing Cultural Diversity* policy statements and the mandatory reporting requirements of the *Multicultural Victoria Act 2004*. The Library maintains a range of assistive and adaptive technologies which support the State Government's Disability Plan 2002-2012 to provide equal opportunities to all members of the Victorian community.

Services for Culturally and Linguistically Diverse Communities

The Library provides both general and specific services for culturally and linguistically diverse (CALD) communities; these range from collecting and providing access to non-English language books, newspapers and other resources to building and hosting community websites. English is the second language for 21 per cent, or more than one in five, Victorians, and more than 180 languages and dialects are spoken in Victorian homes; on any given day, the reading rooms of the State Library of Victoria can be seen to mirror this diversity.*

Additional services offered by the Library during the past year include:

- Vicnet has provided a range of specialised internet training programs for CALD communities, including the Multilingual Senior Surfers project - a joint project with the Office of Senior Victorians, the Skills.net Roadshow and My Connected Community.
- Online access to more than 400 information links in over 60 different languages has been offered by the web portal MyLanguage since its launch by the Hon. John Pandazopolous MP, Minister Assisting the Premier on Multicultural Affairs, in November 2005. MyLanguage is a joint partnership project between the state libraries of Victoria, Queensland, South Australia and Western Australia, and the Northern Territory and Australian Capital Territory libraries.
- Provision of free exhibitions such as *The changing face of Victoria* has offered a major celebration of, and opportunity to promote, Victoria's changing cultural diversity.
- Library user guides have been printed in Chinese and Indonesian with more languages to be added in the coming year.
- Funding provided under the RE Ross Trust Playwright's Script Development Awards has enabled writers to explore and share both the challenges and idiosyncrasies facing Australia's CALD communities.
- Funding provided by the Grollo Ruzzene Foundation Prize for Writing about Italians in Australia has successfully established a new avenue to draw out and explore the experiences of the Australian Italian community.

The Genealogy Centre has continued to expand the number of Australian and international genealogy resources to reflect Victoria's ethnic diversity and assist CALD communities to undertake genealogical research.

* Australian Bureau of Statistics, 2001 Census Data, as reported on Victorian Office for Multicultural Affairs website: voma.vic.gov.au

Services for Women

The State Library of Victoria attracts a high number of female users: market research indicates that more than 50 per cent of all Library users are female, and that there is a higher ratio of females in the under-25 age group. Particular services such as genealogy training, special events and exhibitions also attract a high number of female users, while 32 per cent of the community websites hosted by the Library's community portal, Vicnet, target the specific needs of women.

Services for Youth

The State Library of Victoria is widely used by Victoria's youth: market research indicates that around 35 per cent of all visitors to the building are full-time students, and that 48 per cent of Library users are under 25 years of age. In addition, students are heavy users of the Library's online services - including the website, email reference and the AskNow! interactive reference service.

Targeted specialist programs and services over the last financial year include:

- The Centre for Youth Literature launched insideadog.com.au - Australia's first website for teenagers to share their enjoyment of books and reading - at the end of April 2006.
- Twenty-three thematic literary events were held, most with a live performance, managed by the Centre for Youth Literature.
- A range of topical learning programs, workshops and school holiday programs, including *Travelling Treasures*, attracted more than 14,651 school children.
- \$15,000 was awarded as part of the Premier's Literary Award Prize for Young Adult Fiction, to encourage and promote youth literature.
- Vicnet provided a range of training initiatives for disadvantaged youth through programs such as My Connected Community and the Skills.net Roadshow.

Info Skills on the Move:

Upper Murray Regional Library

This is a three-stage project to work with segments of the community not readily able to access mainstream library and information services: middle years school students, seniors, other educational institutions, the business community and the Koorie community. Stage one, which will be funded through this grant, involves the Upper Murray Regional Library working in partnership with the new Wodonga Middle Years College and Learning City Albury Wodonga.

Services for the Indigenous Community

The State Library of Victoria collects extensively in all aspects relating to the culture, history and biography of Victoria's Indigenous community. Materials are collected in all formats, ranging from print, audio and online to pictorial works.

Highlights in 2005-06 included:

- Creative Fellowships were awarded to two projects to advance knowledge and promote awareness of Victoria's Indigenous communities.
- Exhibitions such as *Picturing the Old People* by previous Creative Fellowship recipient Genevieve Grieves allowed an exploration of Koorie heritage by contemporary Koorie people and provided an alternative perspective on Koorie history.
- Ongoing liaison with the Koorie Heritage Trust and other Aboriginal community groups has been undertaken.
- The Library has a representative on the Council of Australian State Libraries Indigenous Library Services and Collections Working Group and has participated in the development of the National Policy Framework for Indigenous Library Services and Collections developed by CASL.
- The Library supports and has participated in the Intellectual Property Research Institute of Australia's project to develop legal guidelines for the management of Indigenous collections by cultural institutions.
- Goulburn Valley Regional Library Corporation is a recipient of the Library Board of Victoria's *Libraries Building Communities* Demonstration Project, for the Koorie Library Pathways Project. Shepparton has the largest concentrated population of Indigenous people in Victoria. This project will facilitate and develop a partnership between the Koorie Information Resources Centre in Shepparton and the Goulburn Valley Regional Library Corporation for the delivery of accessible and responsive library services to the local Indigenous community and will connect the community to local Indigenous information and knowledge.

Disability Services

The State Library strongly supports the protection of the rights of people with disabilities by Commonwealth and Victorian legislation. In accordance with this commitment, the Library will work to ensure that people with disabilities are not restricted in their access to information.

There were a number of developments in 2005-06 that accentuate the Library's commitment to its Disability Policy. As a result of a successful application to the Winthrop Bequest, the Library was able to purchase new assistance and adaptive technology equipment and software to upgrade the contents of the Disability Room located in the Information Centre. The room now contains two personal computers with a range of software including: Jaws for Windows (screen reader), ZoomText (screen magnifier), Duxbury Braille Translation Software, Kurzweil 1000 Software (text to speech reader), Dragon Naturally Speaking (speech recognition software). Training in this new equipment and already existing disability services was provided so that staff were aware of all the services available to users with a disability.

The Disability Services Librarian continues to provide consultancy services offering advice, information and cooperation to other libraries.

The Library Board of Victoria's biennial Pierre Gorman Award for innovation in library services to the disabled community was awarded to Denece Sippo of East Gippsland Library Services.



The Hon. John Pandazopoulos MP launches MyLanguage



Using genealogy databases at the Library

Freedom of Information

This section of the State Library's annual report contains information required to be published annually under Part II of the *Freedom of Information Act 1982* ('the Act'). Additional information required under Part II of the Act is located elsewhere in this report.

Categories of documents

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

- documents prepared for briefing the Minister
- 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

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

Ms Kate Brown (from November 2005)
State Library of Victoria
328 Swanston Street
Melbourne 3000

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. A \$21.00 FoI Application Fee (\$21.50 from 1 July 2006) should accompany each request. Other charges may apply. 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.

Requests in 2005-06

During 2005-06 one Freedom of Information request was received.

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.

