



United Nations  
Educational, Scientific and  
Cultural Organization



**National Committee of New Zealand**  
Te Komiti o Aotearoa mo Nga Mahara o te Ao  
Memory of the World

## **Memory of the World Nomination Form**

**2015 – Round Closing 31 August 2015 (no extensions given)**

If you have any questions, email [enquiries@unescomow.org.nz](mailto:enquiries@unescomow.org.nz). A member of the Memory of the World Committee can help you complete the form or work with you to help you decide whether to make a submission.

Advantages of Inscription on the New Zealand/Aotearoa Memory of the World Register are:

- Ensure that our history and our stories are not forgotten
- Highlight the significance of the information /knowledge contained in collections
- Recognition by an independent organisation (UNESCO)
- Public recognition of the importance of documentary heritage
- Publicity and promotion for your institution
- Increased possibility of attracting resources (to care for, preserve and promote the collection)
- Raised awareness of the work done by custodians of documentary heritage

### **Filling out the nomination form:**

1. Most of the information requested may be readily available. Experience has shown that obtaining statements from experts may take the most elapsed time.
2. The response boxes are an indicative size only. You can use as much or as little space as required to answer the questions.
3. The form can be completed in English or Te Reo Māori.
4. You may not have some of the information requested in Section 6 available.
5. You can combine answers where appropriate, as long as all questions are answered.
6. If successful, this completed nomination form will be published online at: [www.unescomow.org.nz](http://www.unescomow.org.nz) under “New Zealand Register”. Please read our [privacy policy](#) to understand what will be published.
7. The New Zealand Memory of the World Committee reserves the right to consult with experts on submissions made to the New Zealand Memory of the World Register.
8. Email the completed form as an attachment in **Word** file format to: [enquiries@unescomow.org.nz](mailto:enquiries@unescomow.org.nz). You will receive an email within 5 days to confirm receipt of the nomination form. Please email [enquiries@unescomow.org.nz](mailto:enquiries@unescomow.org.nz) if you do not receive this confirmation.

## Section 1: Summary

Provide a brief summary describing the documentary heritage, how it meets the criteria for the New Zealand Memory of the World Register, and the main arguments in support of its nomination. Please keep your summary to no more than 300 words as, if successful, it will be used on the website ([www.unescomow.org.nz](http://www.unescomow.org.nz)) to describe why the documentary heritage has been inscribed on the New Zealand Register and given UNESCO recognition.

### Pickerill Papers on plastic surgery

Doctors Henry Percival (1879-1956) and Cecily Pickerill (1903-1988) pioneered significant developments in facial plastic surgery especially for soldiers wounded in warfare, and for children with cleft palate and hare lip deformities. From his position as Dean of the Otago Dental School Pickerill joined the NZ Medical Corps in WW1 and established a unit for the treatment of facial and jaw injuries that became part of Queens Hospital at Sidcup. He developed innovative techniques for the treatment of serious facial wounds suffered by servicemen during the war. When he returned to New Zealand he brought the records of the NZ patients with him and continued to treat them in NZ. Post war he and his wife Cecily worked in plastic and dental surgery and developed new techniques for the repair of cleft lip and palate deformities and in post-operative care. In 1939 they opened Bassam Hospital in Lower Hutt where they worked mainly on cleft palate repair in infants.

This important medical archive charts the history of the modern specialty of plastic surgery and the pioneering work of the surgeons involved. It is the only collection documenting the history of plastic surgery in a public collection in NZ and has been used by NZ and international researchers.

It contains many case files, illustrated with water colours and photographs that were used both as a medical record and for teaching purposes and now have significance for the families of patients. There is additional aesthetic value in the water colours of the NZ artist Herbert R. Cole recording the progress of the treatment of WW1 patients.

## Section 2: Nominator Details

This section is for information about the source of the nomination and the authority under which it is made.

A copy of the Programme's privacy policy appears on the Programme's [website](#).

### 2.1 Name of nominator (person or organisation)

Full name of the person(s) or organisation(s) making the nomination:

Anna Blackman  
Curator of Archives and Manuscripts  
The Hocken Collections – Te Uare Taoka o Hākena  
University of Otago  
PO Box 56  
Dunedin

### 2.2 Relationship to the nominated documentary heritage

This should be an explanation of the nominator's relationship to the documentary heritage. *For example, the nominator may be a responsible officer of the library or archive which owns the documentary heritage in question; or he/she may be a private individual with a research interest in the heritage.*

Curator of Archives, Hocken Collections

### 2.3 Contact person

This should provide the name of the person who is responsible for the nomination process.

Anna Blackman

### 2.4 Contact details

This should provide sufficient details to allow easy contact with the contact person.

### 2.5 Declaration of Authority

I have the authority to nominate this item to the NZ Register: **Agree**

## Section 3: Identity and description of the documentary heritage

### 3.1 Title of the documentary heritage item or collection

This should be the complete name of the documentary heritage as it is usually known. This should include dates if they are usually part of the name.

Papers of Dr Henry Percival Pickerill and Dr Cecily Pickerill relating to plastic surgery

### 3.2 Title of inscription

If the nomination is successful what do you want it to be titled (e.g. for certificates)? Please use a maximum of 6 words.

Pickerill Papers on plastic surgery

### 3.3 Description of the documentary heritage

This should include a full description of what is included in the documentary heritage, the scope of the documentary heritage and its size.

The papers have a complicated provenance and are spread across three archival collections.

Size – 6.47 linear metres

ARC-0187/37 Papers (1917-1956) of Dr Henry Percival Pickerill. The largest part of this collection is patient files, containing photographs, medical notes and, for some patients, x-rays and medical paintings. A few include letters to Dr Pickerill from the patient. Many of these files are of military patients treated at Queen's Hospital, Sidcup. The collection also includes paintings of unnamed wounded servicemen, painted by Herbert Cole of the Maxillo-Facial Unit, Dunedin Hospital. There are also a large number of x-rays from the 1930s and 1940s, papers relating to the establishment of an Australasian Section of the British Association of Plastic Surgeons, photographic displays apparently used for teaching, a photograph of the Queen's Hospital staff with Queen Alexandra, and some publications.

MS-3066 Papers (1895-1983) of Dr C.M.W. and Dr H.P. Pickerill. This collection includes records relating to the administration of Bassam Hospital, correspondence with parents of patients and patients, research and professional correspondence files, Dr Cecily Pickerill's lecture material (mainly photographs used in giving lectures on plastic surgery), other research papers, newspaper clippings, photographs and colour slides of patients, Bassam Hospital and staff and a 16mm film showing the method of treating cases of hare-lip and cleft palate in babies (c.1930s?). Also included are some papers relating to Cecily's family history.

MS-4286 Dr H.P. Pickerill lantern slides. The images are primarily of military patients, and are presumed to have been used for lectures. Many of the images duplicate the records of the Macalister Archive held in the UK. This collection is currently being cleaned and listed.

### 3.4 Catalogue, registration or bibliographic details

This should include any bibliographic, registration, inventory, classification and/or call numbers that uniquely identify the documentary heritage.

ARC-0187/37  
MS-3066  
MS-4286

### 3.5 Visual documentation

Where available and appropriate, photographs or videos of the documentary heritage should be supplied.

See attached document for images

### 3.6 History/provenance

This should be a summary of its provenance (for example, how and when was the material acquired and integrated into the holdings of the institution).

ARC-0187/37 Papers (1917-1956) of Dr Henry Percival Pickerill. This collection was given to a Dr Borrie by Dr Cecily Pickerill following the death of H.P. Pickerill and was then given to the Otago Medical School Library in Dunedin. ARC-0187/37 is a remnant of the larger collection of NZ soldier patient records that were returned to NZ with the unit at the end of the war. The rest of the records remained at the Otago Dental School until they were rescued from destruction in the 1980s by the then retiring Dean, Professor A.D. Macalister. In 1987 it was suggested that these records (now called the Macalister archive) be sent back to the hospital archives at Sidcup, where they would complement the larger Harold Gillies archive. It is a loss to NZ that these records were sent to the UK and the Sidcup Hospital archives have now been disestablished and the Macalister and Gillies archive have been transferred to the Royal College of Surgeons Library in London.

MS-3066 Papers (1895-1983) of Dr C.M.W. and Dr H.P. Pickerill. These papers were originally donated to the Wellington Medical Library at an unknown date and were transferred to the Hocken Collections in 2006.

MS-4286 Dr H.P. Pickerill lantern slides. This large collection of lantern slides was originally donated to the Wellington Medical Library and was transferred to the Hocken Collections in 2014.

### 3.7 Bibliography

This should be, where possible, a list of 3-6 published sources that have been produced using (i.e. drawing heavily on) the

documentary heritage to attest to the item/collection's significance.

Sandy Callister, The Face of War : New Zealand's Great War Photography, Auckland University Press 2008

Beryl Harris, A Dame we knew : A tribute to Dame Cecily Pickerill, 2014

Harvey Brown, Pickerill : Pioneer in Plastic Surgery, Dental Education and Dental Research, Otago University Press, 2007

Murray C. Meikle, Reconstructing faces : The Art and Wartime Surgery of Gillies, Pickerill, McIndoe and Mowlem, Otago University Press, 2013

### 3.8 Names of at least two independent experts

The committee requires testimony from at least two independent people or organisations who can give an informed opinion about the significance and provenance of the documentary heritage. Nominators should obtain the written permission of the named experts prior to completing the nomination form and are required to declare that they have this permission by completing this section of the nomination form.

Please provide up to one page from each expert in support of your submission. In addition, please list their names, qualifications and full contact details so that the Nominations Subcommittee can contact them if required. A copy of the Programme's privacy policy is on the Programme's [website](#).

#### Expert One

Name	Dr Sandy Callister
Qualification(s)	University of Auckland Doctor of Philosophy in History 2005, researcher and author of <i>The Face of War : New Zealand's Great War Photography</i> , Auckland University Press 2008
Contact number	
Email	
Paragraph in support	<p>Dear Anna,</p> <p>I am very happy to offer my support to you application to have the papers of Dr Henry Percival and Dr Cecily Pickerill to be added to the UNESCO Memory of the World Register.</p> <p>One of the key chapters in my book <i>The Face of War: New Zealand's Great War Photography</i>, was on the medical archives of the plastic surgery undertaken at Sidcup Hospital in the UK. This was ground breaking work and a uniquely New Zealand story. The surgeon in charge of the New Zealand section was Henry Pickerill. In 1919, he and his medical team returned to Dunedin Hospital, taking with them the unit's records and 59 New Zealand patients still requiring ongoing treatment. This archive, alongside the British records, is a very important medical archive, as it charts the history of the modern specialty of plastic surgery and the pioneering work of the surgeons involved.</p> <p>These records are the only collection documenting the history of plastic surgery available for researchers in a public research institution in NZ. But the papers and lantern slides are important for reasons other than charting medical progress. Much of our war historiography centres on Gallipoli as the crucible of the ANZAC mythology. Little scholarly attention has been paid to the wounded who lived. Unlike the Gallipoli photographs which can be read as signs of national sacrifice, these archives visualise the male body as the real field of battle. It is therefore important that scholars, the descendants of the wounded men, and the public have access to this kind of evidence.</p>

	Kind Regards,  Sandy Callister
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**Expert Two**

Name	Harvey Brown
Qualification(s)	Doctor of Dental Science, University of Otago 1973. Retired Deputy Dean of the Faculty of Dentistry, retired Head of Department of Preventive and Social Dentistry. Former editor of the <i>New Zealand Dental Journal</i> . Biographer of H.P. Pickerill.
Contact number	
Email	
Paragraph in support	<p>Anna Blackman Curator of Archives and Manuscripts Te Whare Wānanga o Otāgo - University of Otago PO Box 56 Dunedin 9054</p> <p>Dear Anna</p> <p>I am delighted to have the privilege of supporting the nomination of Dr HP Pickerill, CBE, and Dame Dr Cecily Pickerill, DBE, for recognition within the UNESCO Memory of the World Programme.</p> <p>This gives me particular pleasure as I had a small role in ensuring the deposition of the Pickerill records within the Hocken Collections, and even more delighted to learn that digitisation of the Pickerill Collection is well advanced. You will also know of my particular interest in the Pickerills through my authorship of <i>Pickerill, Pioneer in Plastic Surgery, Dental Education and Dental Research</i>, published in 2007.</p> <p>Several sections of the Collection are undoubtedly unique within New Zealand plastic surgery and the history of the specialty. The clinical and radiographic records of Dr HP Pickerill provide an exceptional insight into the earliest days of plastic and craniofacial surgery during World War I at the Sidcup Hospital in England. Major Pickerill commanded the New Zealand Section at the Hospital as a member of the team that included New Zealander Harold Gillies, who commanded the British Section. It was at Sidcup that modern techniques of plastic and reconstructive craniofacial surgery were developed to meet the needs of servicemen with severe wounds resulting from trench warfare. These Pickerill records could easily have been destroyed. Years after the War, they were discovered in two groups. One group was returned to Sidcup to become the focus for what is now called the Macalister Archive. The Medical Librarian at the University of Otago found the other group in a storeroom and contacted me. In These folders of individual soldier patients were promptly</p>

deposited in the Hocken, where they are now available for examination and for research, their values greatly enhanced with their digitisation.

Some years ago I was asked by the Librarian at the University of Otago's Clinical Medical School at Wellington Hospital to view two further collections of Pickerill material, both abandoned in a back store.

The first was a large collection of glass lantern-slides of Sidcup soldiers with severe craniofacial wounds. During the writing of my biography of HP Pickerill, I had no opportunity for viewing or utilising this resource, but I immediately recognised its value. I have not heard of any other such collection, within New Zealand or in the records then held at Sidcup, which I visited in 2005. I suspect these glass slides are not only unique to the history of plastic and maxillofacial facial surgery within this country, but also unique in the world as a record of the nature and quality of surgery achieved during WWI. The slides are now in the Pickerill Collection at the Hocken. As I recall from my brief examination of some of the slides they are very delicate, and I assume they would not be available for research until digitisation is complete.

The other collection I was shown at the Library of the Wellington Clinical School was a large bag of unsorted coloured transparencies of infants with cleft lips and palates, before and after surgery. These also were quickly deposited at the Hocken. They show the results of the Pickerills' extraordinary surgical skills, and are undoubtedly a unique record of the quality of the plastic surgery available for infants and young children in the 1950s and 1960s. I have shown samples of these slides at meetings of dentists and plastic and oral and maxillofacial surgeons, who have been most impressed with the results achieved. It perhaps should be noted that the Pickerills, working at Bassam, their own private hospital in Lower Hutt, for a considerable period provided specialist care for almost all infants in New Zealand afflicted with clefts.

The surgical achievements of the Pickerills were greatly enhanced by their system of nursing care. This originated in HP Pickerill's earliest days in cleft surgery prior to WWI, when he was Dean of the Faculty of Dentistry, University of Otago. In those days there was little surgery available for infants with clefts – surviving children grew into adulthood with untreated clefts. By 1912, Professor Pickerill was demonstrating his techniques of repair in adults; he also recorded treatment of an infant that pioneered his system of nursing care, which was to bring international recognition for him and for Dame Cecily many years later. This particular child was passed over to Professor Pickerill by a senior surgeon who thought the child had no hope of survival. Professor Pickerill later described in a pamphlet how he was convinced the infant would need to gain weight before surgery, but the intensive care required for this child could not be achieved in a busy hospital ward where cross-infection was endemic. The solution to Pickerill was obvious: the mother was the only person who could devote the time and loving care necessary to reverse the decline in weight. He arranged accommodation for the mother and baby 'in a

nice, clean, sunny room with fortunately a kind landlady ... and there she nursed her baby so well that each operation went smoothly without setback or infection, and the baby continued to gain weight throughout'. Keeping children out of the usual hospital environment became an overriding principle of the Pickerills' work – hence the establishment of Bassam, with the strong support of the Minister of Health in 1941.

The results achieved by the Pickerills at Bassam, with its unique system of nursing care solely by the mother drew international acclaim. In those days, before the advent of antibiotics, over an 8-year period, they reported no instances of cross-infection, failures of surgery, or post-operative shock. Commenting on a report by Dame Cecily on 70 consecutive cleft-palate patients, he noted:

... all have been completely successful – no mortality, no sloughing, no non-union, and no operation has had to be 'repeated. This is a unique record and thus I hope will be opened up a new era in cleft-palate surgery by the hostel system of nursing.

The writer of HP Pickerill's obituary in *The Lancet* considered that 'many doctors in this country [the UK] and in this decade [he died in 1956] will remember him best for the enterprise of his old age, when he successfully eliminated cross-infection from a children's hospital by bringing the mother to the bedside.

Dame Cecily was an equal partner in these latter years. She was also a remarkable surgeon, who received wide public recognition and was created Dame of the British Empire in 1977, becoming New Zealand's first medical Dame. She carried on at Bassam for a further 11 years after her husband's death.

The Pickerills were pioneers of plastic surgery in New Zealand, HP Pickerill's enterprise and expertise being recognised soon after his arrival in New Zealand from England in 1907. He was, until the conclusion of the Second World War (apart from a period spent in Sydney from 1927 to 1938), New Zealand's only plastic surgeon. His partnership with Dr Cecily from 1938 pioneered a new era in cleft-lip and cleft-palate surgery. Their records, now held within the Hocken Archives, are a lasting legacy to their enterprise and expertise. They provide unique insights into the history of plastic surgery in New Zealand, and have world-wide significance.

I will be happy to enlarge on any of my comments if I can be of further assistance.

With my kind regards



	R. Harvey Brown, BDS, DDSc
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**Expert 3**

Name	Dr Andrew Bamji
Qualification(s)	Dr Andrew Bamji FRCP, Gillies Archivist, British Association of Plastic, Reconstructive and Aesthetic Surgeons, Royal College of Surgeons
Contact number	
Email	
Paragraph in support	<p style="text-align: center;"><b>To whom it may concern:</b></p> <p>I am pleased to support the nomination to the UNESCO “Memory of the World” Register of the papers of Dr Henry Percival Pickerill and Dr Cecily Pickerill, held in the Hocken Library, Dunedin, New Zealand.</p> <p>The papers represent the early history of plastic surgery in New Zealand. Henry Pickerill was Dean of the Otago University Dental School, but came to England during the First World War and headed up New Zealand’s facial surgery unit, first at the 2<sup>nd</sup> NZ Hospital, Walton-on-Thames and subsequently at the Queen’s Hospital, Sidcup. He and his team treated nearly 300 men with facial injury. Following his return to New Zealand he continued to manage late complications but subsequently was to develop a unit for children, specialising in the management of cleft palate.</p> <p>Pickerill based his M.S. thesis on his wartime work, and is credited with the invention of some important techniques, most especially reconstruction of injuries to the upper lip. The majority of his records are held by the Royal College of Surgeons in London but a significant residue, including a number of watercolours and drawings, and a large series of glass lantern slides, remains in New Zealand. They are a unique collection in New Zealand; indeed, the facial surgery records of the Queen’s Hospital (comprising the partial notes of the British Section and the complete notes of the Australian and New Zealand Sections) appear to be the only surviving clinical notes from any surgical unit operating during the First World War.</p> <p>It is appropriate that this nomination coincides with the 100<sup>th</sup> anniversary of the First World War, not least given the contribution of New Zealand to the war effort.</p> <p>Dr Andrew Bamji FRCP  Gillies Archivist,  British Association of Plastic, Reconstructive and Aesthetic Surgeons  Royal College of Surgeons  Lincoln’s Inn Fields  London WC2A 3PE</p> <p>26<sup>th</sup> August 2015</p>

	<p>Further reading:</p> <p>Bamji AN. The Macalister archive: records from the Queen's Hospital, Sidcup, 1917-1921. J Audio Media Med. 1993 Apr;16(2):76-84.</p> <p>Brown H. Pickerill: pioneer in plastic surgery, dental education and dental research. New Zealand: Otago University Press, 2007</p> <p>Callister S. The Face of War: New Zealand's Great War Photography. Auckland University Press, 2008</p> <p>Meikle M. Reconstructing Faces. The art and wartime surgery of Gillies, Pickerill, McIndoe and Mowlem. Otago University Press, 2013</p>
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#### Section 4: Legal Information

##### 4.1 Owner (name and contact details)

This should be the name and full contact details of the owner or owners, whether an institution or an individual.

The Hocken Collections – Te Uare Taoka o Hakena  
University of Otago  
PO Box 56  
Dunedin

##### 4.2 Custodian (name and contact details if different from the owner)

This should be the name and full contact details of the custodian, whether an institution or an individual. Sometimes the custodian of the documentary heritage may not be the same as the owner. It is essential to establish both before a nomination can be added to the Register.

The Hocken Collections – Te Uare Taoka o Hakena  
University of Otago  
PO Box 56  
Dunedin

##### 4.3 Legal status

This should state whether the documentary heritage is owned privately, or by a public institution, or by a commercial corporation. Details of legal and administrative powers for the preservation of the documentary heritage should be the name of the Act, or other instrument of administrative power, that gives the owner and/or the custodian the legal power to preserve the documentary heritage.

The papers are owned by the University of Otago, having been donated to the Hocken Collections. The papers come under the provisions of the Hocken Collection Deed of Trust 1907.

#### 4.4 Accessibility

This should be a description of how the documentary heritage may be accessed. All access procedures and restrictions should be clearly stated on the nomination form. There are three levels of access:

- access to verify the significance, integrity and security of the material. This is the minimum condition for listing
- access for reproduction, which is strongly encouraged
- public access in physical, digital, or other form

The documentary heritage is held at the Hocken Collections in Dunedin. Researchers may consult the collection within our reading rooms after registering as a Hocken reader.

Some patient related information is restricted access to protect the personal privacy of individuals. Researchers may apply to the Hocken Librarian for access.

Some media are kept in cool storage and require 24 hours acclimatization before use.

A portion of the collection relating to the WW1 period is currently being prepared for digitization. This University of Otago project will provide online access to the collection through a NZ Micrographics Recollect website.

#### 4.5 Copyright Status

This should state whether the documentary heritage is subject to copyright. For items that are copyright, details should be provided on the relevant copyright legislation and copyright owner(s). Any other factors affecting the legal status of the documentary heritage should be noted. For example, is any institution required by law to preserve the documentary heritage in this nomination?

The ownership of copyright in individual documents within the collection varies, some are in the public domain, others may be copyright to individual creators.

Copyright is managed within the Hocken Collections normal policies and procedures relating to copyright.

### Section 5: Stakeholders

The nominating institution is accountable for consultation with all relevant stakeholders before submitting the nomination.

#### 5.1 Owner

The owner(s) of the documentary heritage has been consulted: **Yes**

#### 5.2 Custodian

The custodian(s) of the documentary heritage has been consulted: **Yes**

#### 5.3 Significant Stakeholders

Stakeholders with a significant interest in the content of the documentary heritage e.g. Iwi, family members have been consulted, if relevant: **No**

### Section 6: Care and Preservation

*Only fill out the sections for which you have the information or relevant documentation. It is not necessary to have all the information requested in Section 6 available in order to be inscribed on the register.*

#### 6.1 Risk Assessment

Identify any risks to the survival of the nominated documentary heritage.

**Fire : Low** – building is protected by early warning smoke detectors, alarms and sprinklers.

**Water damage: Low** – Presence of sprinkler system notwithstanding the collection is stored in archival containers on shelves with canopies. Shelving policy means nothing is allowed to overhang shelves.

**Theft: Low** –Archive is housed secure stack with security card access to limited range of library staff, high level of security and management of tradespeople. There are monitored and recorded CCTV cameras in staff and public areas. All unpublished material is issued folder by folder to a secure reading room to registered researchers. Researchers are monitored from the nearby service desk.

**Reader/staff handling: Low/Medium** – staff are trained in care and handling. Researchers use materials in closely -supervised reading room and are given pillows and other supports to minimise harm to fragile items. Preservation copies are issues in place of originals where they exist.

**Deterioration through inherent vice: Low** – Archive is housed in archival folders and envelopes and kept in a controlled environment designed to extend the life of the materials.

**Natural disaster: Medium** Although Dunedin is a lower risk for earthquake or volcanic activity than elsewhere in NZ – it is still a possibility. The University has recently assessed earthquake risk of its buildings and compiled a list of those requiring remedial action to bring to acceptable % code compliance; the Hocken building is not on that list. Shelving/housing practices are designed to minimise risk of impact on collections from earthquake activity.

## 6.2 Preservation Plan

If available, a preservation and access management plan should be provided. Ideally a component of a total management plan for the custodial institution concerned, it may be specific to the material if a comprehensive plan does not exist.

Although permanent accessibility may involve the creation of copies of the documentary heritage (through microfilming or digitising, for example) the protection and unaltered retention of the original should take precedence, for as long as it is reasonably practicable to do so.

The collection is kept under the general policies and practices of the Hocken Collections in relation to preservation and access.

The Hocken Collections Deed of Trust prevents the collection being disposed of, and stipulates that the originals are normally only available for consultation within the Hocken Collections reading rooms. Items from the collection may only be loaned to other institutions or individuals for specific purposes – exhibition and conservation.

Further preservation measures are planned and work has started to support the long term preservation of this collection. This plan includes:

- Cleaning work on the individual lantern slides selected for digitisation
- Creation of high resolution digital images of a portion of the original documents
- Once the online database is completed, researchers wishing to access those documents will be encouraged to use the database in preference to the original documents

## 6.3 Policies

Summarised information should be provided on the relevant policy, strategy and procedures for the following:

- preservation
- access
- description

Within our Collection Management Policy Ka Tikaka Tiaki Taoka mo Hakena we document the preservation policies and standards for each area of our collection and we also adhere to the storage requirements as an approved repository under the Public Records Act.

Preservation packaging and handling practice are documented in the Hocken Archives section procedures.

All Hocken and Reprographics Unit staff members receive training on correct handling of collection items.

A disaster management plan for the Hocken Collections is in place.

Access to the records of the collection is provided through Hakena – our online database for unpublished collections. Access to the collection for researchers is provided in the Hocken Collections special reading room. This is a supervised reading room. In accordance with the Hocken Reading Room rules researchers may normally only examine one item at a time.

[http://www.library.otago.ac.nz/pdf/Hocken\\_Collections\\_Rules.pdf](http://www.library.otago.ac.nz/pdf/Hocken_Collections_Rules.pdf)

Description: Most of the collection has received arrangement and description. The lantern slides are currently being listed as a part of the preparation for digitization in accordance with the arrangement and description and preservation practices of the Hocken Archives section. Minor updates and corrections are added to the description as information comes to hand.

#### **6.4 Storage**

Provide information on:

- storage temperature, humidity control, light, air pollutants etc.
- physical security including custodial arrangements
- disaster preparedness

The bulk of the collection is stored in the Hocken Archives storage stack along with the other Hocken archival collections. This area is environmentally controlled for temperature, humidity and dust. The system runs at 18 Celsius  $\pm$  2 and 50%  $\pm$  5% RH. External air filtered for dust & major gaseous pollutants.

The lantern slides are normally stored in a vault that runs at 12-14 degrees Celsius and 40-45 % R/H

Light is kept to a minimum; the general lighting in this area is only on when the Hocken reading rooms are open. Lights above the shelving units are on timers that turn off after about 15 minutes.

There is a high level of fire protection provided with smoke and heat detectors, and a sprinkler system in place.

The area is also monitored by closed circuit video and motion sensors. The security sensors are monitored during closing hours by the University of Otago security service.

The collection is stored in archival quality enclosures which are in turn stored in opaque cardboard boxes on mobile compactus style steel shelving. The glass lantern slides are stored on static shelving.

The environmental conditions are managed by the University's Property Services staff but Hocken also monitors the temperature and humidity by the use of thermo-hygrographs, a whirling hygrometer and dataloggers.

Doors to the storage stack are kept locked at all times and the stack area is normally only accessed by Hocken staff and Library custodial staff via a secure swipe card system. Visitors to the Hocken may access the area when on a tour but are always accompanied by a responsible staff member.

Trades people needing to access the storage areas to carry out repairs and maintenance checks are required to complete a sign in procedure at the Hocken Office so we know who has accessed the building and when.

The Hocken Collections has a disaster preparedness plan and many staff have received disaster recovery training.

### 6.5 Content migration or reformatting

Provide an overview of any content migration that has taken place, or is planned, and how the reformatted documentary heritage may be accessed.

A portion of the collection, mainly WW1 patient files will be digitised this year and available on an online database. This University of Otago project is to be developed in NZ Micrographics Recollect software.

### Section 7: Other Information

Please submit any additional relevant information e.g. that which demonstrates the cultural significance or impact of the documentary heritage. If uploading additional documents, please label them clearly, and note the file names below.

#### Further biographical information

H.P. Pickerill was appointed as the first Dean of the Otago Dental School in 1907 at age 28. Born and educated in England he was highly qualified in both dentistry and medicine. During WW1 he took leave from the University of Otago and joined the NZ Medical Corps and established a unit for the treatment of facial and jaw injuries that became part of Queens Hospital at Sidcup. He developed innovative techniques for the treatment of serious facial wounds suffered by soldiers during warfare. Pickerill returned to his position at the Dental School in 1919 and continued his work in the development of professional dental services in NZ whilst also giving ongoing treatment to returned NZ soldiers. In 1927 he resigned from the Dental School and practiced in Sydney before returning to NZ in 1934 to work with his wife primarily on the repair of cleft palate deformities in infants in Lower Hutt. H.P. was awarded an OBE in 1919 and CBE in 1923.

Born in NZ, Cecily Clarkson studied plastic surgery with HP Pickerill as a house surgeon at the University of Otago following WW1, before travelling to California to be with family. When HP moved to Sydney she joined him in his work there, and they married in 1934 prior to returning to NZ. They worked as plastic surgeons at Wellington Hospital and Lewisham Hospital in Newtown before establishing the plastic surgery unit at Middlemore in Auckland. In 1939 they opened Bassam Hospital in Lower Hutt where they worked mainly on cleft palate repair in infants. Besides being a very good surgeon Cecily pioneered postoperative practices which greatly reduced the risk of post-operative infections in infants following cleft palate repairs. Instead of being nursed by nurses, mothers did almost all of the hands on care of the babies to take advantage of the mother and baby's shared immunity, and to drastically reduce the number of people the babies came in contact with. Following WW2 Cecily acted as senior plastic surgeon at Wellington Hospital working on soldiers with facial injuries for three years before continuing the work at Bassam Hospital. Cecily was remembered fondly by patients and their parents and for many years most cleft palate and hare lip cases were referred to the Bassam Hospital. Cecily was made an OBE in 1958 and DBE in 1977 for services to medicine, particularly plastic surgery.

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