

## **Regulation 8.3.R5 – MELBOURNE UNIVERSITY ARCHIVES RULES**

### **Interpretation**

In this regulation, unless a contrary intention appears–  
'archives' means the University of Melbourne Archives.

### **Access and repository rules relating to archives**

#### **1. Access rules**

##### (1) Arch ival Collections

- (a) University policy is that subject to the conditions stipulated below, access to collections held by archives ('archival collections') will be generally available for research, including use by the general public and depositors or their nominees, in keeping with archives' role to develop, preserve, exhibit and provide access to its archival collections in support of the University's teaching and research programs and community development agenda.
- (b) The collection, access to, use and disclosure of personal information and health information and the accuracy, security and data quality of such information must be in accordance with the University's privacy policy.
- (c) No person is to obtain access to Archives before completing and signing an access form showing: name, address, occupation, subject of enquiry, material made available, date of access, authority for access (where applicable) and an undertaking to fulfil requirements of the access rules.
- (d) Information from the archival collections is to be used only for the purpose specified when access is sought.
- (e) In all cases where material is written from the archival collections, acknowledgment must be made by reference to the University of Melbourne Archives and to the name of the particular collection used.

##### (2) U niversity Records

- (a) Before access is allowed to records thirty or more years old created by a particular University department, the approval of the archivist must be obtained following consultation, as he deems appropriate with the relevant head of department.
- (b) Where University records are to be used, and these records are not yet thirty years old, the university secretary must provide the archivist with written authority before access is granted.
- (c) Prior to publication or submission for examination all material written from University records not yet thirty years old is to be submitted to the university secretary for review.
- (d) Where a major portion of the work is based on University records, a copy of the work must be lodged with archives to form a collection of such works. Use of this collection is governed by normal copyright conditions.

##### (3) Other Records

- (a) For non-University records held by archives, conditions of access are to be in accordance with the conditions agreed to with depositors of such records. The University has often entered into a legal agreement with transferors of these records. Details of any special conditions in relation to a particular collection are available from the archivist.
- (b) Where a major portion of the work is based on non-University records held by archives, a copy of the work must be lodged with archives to form a collection of such works. Use of this collection is governed by normal copyright conditions.

#### **2. Repository rules**

- (1) There is to be no open-shelf access. Records must be stored in locked rooms and brought to the user on request.
- (2) Users must work under supervision.
- (3) Records must be handled with care and must not be marked.

- (4) All reasonable steps must be taken to prevent theft of and damage to records issued for use by researchers.
- (5) Records must not be removed from archives for use elsewhere other than by archives staff for purposes such as specialised photocopying or display. Records may also be removed for use, by such depositors as require their records for current working and business purposes.
- (6) Where copies of records from archival collections are provided, those copies must be endorsed 'From an original in the University of Melbourne Archives. Not to be reproduced without permission'. The archivist must maintain a record of all persons obtaining access to archival collections.

[Made by Council 7/9/09 – effective 22/12/09]