

ARCHIVE AND COLLECTIONS POLICY

1. PREAMBLE

- 1.1. This policy is a statement of purpose for the Archive of the Dry Stone Walls Association of Australia Inc. (DSWAA).
- 1.2. This policy covers how archives are accessioned, de-accessioned, catalogued, accessed, loaned and cared for.

2. PURPOSE

- 2.1. The DSWAA Archive exist to:
- 2.2. Collect and preserve the archival materials which illustrate the history and development of the DSWAA as well as providing a record of its work and achievements in accordance with the statement of purposes of the DSWAA;
- 2.3. Arrange and describe these materials and resources according to archival principles and make them accessible to the DSWAA Committee, its membership and the general public, where appropriate, unless access is restricted by legal requirements or written agreements with the donor;
- 2.4. Document how, when and from whom the archive item was accessioned (establishing legal ownership) with a full description of the item including its nature and condition and current location and an appropriate catalogue identification;
- 2.5. Provide adequate and appropriate conditions for the storage, protection, and preservation of archival material and items;
- 2.6. Provide regular reference services to individuals, organisations, Government and municipal agencies or other groups and individuals interested in the activities and holdings of the Archive;
- 2.7. Provide educational and promotional opportunities to increase public awareness and appreciation of the DSWAA's purpose and work through accessing the Archive.

3. AUTHORITY

- 3.1. This Policy has been developed by the Archive Working Party and ratified by the DSWAA Committee. Amendments to this policy must be approved by the DSWAA Committee.
- 3.2. The Archive Working Party which has responsibility for the general oversight of the Archive operations, consists of three members of the DSWAA Committee and the appointed Archivist.

4. ARCHIVIST

- 4.1. The Archivist is a voluntary role, which is responsible for the day to day operations of the Archive under the direction of the Archive Working Party including:
 - 4.1.1. Accessioning, arranging, describing and de-accessioning all material coming into the Archive in keeping with archival standards;
 - 4.1.2. Preservation of Archival materials;
 - 4.1.3. Education and promotion activities that promote the existence and use of the Archive;
 - 4.1.4. Training where required for DSWAA members in basic archival principles.

5. ARCHIVE POLICY STATEMENTS

- 5.1. Material acquired by the DSWAA Archive shall become the permanent property of the Archive until such time as the Archivist deems it no longer relevant to the Archive subject to approval of the DSWAA Archive Working Group on behalf of the DSWAA Committee.
- 5.2. The Archive will provide appropriate and permanent care for records of historical value in order to make them available for use both now and in the future.
- 5.3. Archive materials may be reproduced by mechanical, electronic, or photographic means for security, conservation, or research purposes.
- 5.4. The Archive may accept historical material of any medium, including: books, printed material, artefacts, photographs and other visual records; maps, plans, and architectural records; and sound recordings and oral history tapes and electronically stored data.
- 5.5. The DSWAA retains the right to charge for any reproduction or other research service delivered by Archive.

- 5.6. The Archive has a preference of only accepting material on a permanent basis, except when borrowing material for short-term loans to reproduce or to include in displays or exhibits.
- 5.7. Materials from the Archive may be loaned to other institutions, organisations or individuals provided such loans can be transacted without risk of loss or damage to the materials loaned.
- 5.8. DSWAA will endeavour to comply with standards established by Public Records Office Victoria and the Australian Standard for Records Management, AS ISO 15489-2002 and meet the legislative and administrative requirements for recordkeeping particularly as they apply to the provision of information privacy.

DSWAA Committee.