



ACCESS, ACQUISITION AND DISPOSAL OF MATERIALS

Approved by: Diocesan Council

13 July 2017

1 SCOPE

This policy applies to all records which are created, received, used and stored by departments related to the Diocese of Perth and are now situated within the Diocesan Archives.

2 ACQUISITION

Loans will generally not be accepted and materials will generally not be purchased. All acquisitions must be accompanied by either an approved transfer or deed of gift form, located on the [Diocesan Archives](#) website. Once accepted into the Diocesan Archives all items become the property of The Diocesan Archives.

3 DE-ACCESSIONS

Materials that have been accessioned into the Diocesan Archives will be preserved permanently. Some materials however, may be de-accessioned from the collection under the following circumstances:

- When multiple copies of the same document have been located within the collection; or
- When a document or groups of documents clearly do not belong in the Archives; or
- Obsolescence – for example cassette tapes, floppy discs etc.

4 DISPOSAL METHODS

Materials which are surplus to requirements, will be removed from the collection and disposed of either by:

- Transfer to another collecting agency, or;
- Return to donor if indicated on the donor's deed of gift, or
- Destruction

5 RIGHT OF ACCESS TO HOLDINGS

The Diocesan Archives operates under the principle of providing access, wherever possible. Items may be accessed via application to the Diocesan Archivist who will search the collection for the required information. Any collection that has not been accessioned into the archives will not be searched e.g. donated or transferred items not yet rehoused and entered into the database.

Clients wishing to access original materials must first make an application in writing to the Diocesan Archivist to obtain permission and provide proof of identity on initial use of the archive.



The Records and Archives Statutes 1996, states that the archive will “encourage and facilitate academic and scholarly research”.

6 COPYRIGHT

Where Orphan Works are concerned, access will be allowed where possible, with the stipulation that the work cannot be used in either published or unpublished form without permission from the Diocesan Archives.

When permission to publish is sought for non-commercial use:

- the Diocesan Archives will conduct a search to locate the copyright owner
- the item must be clearly attributed to the copyright owner in the published work

If the copyright owner cannot be located, permission will be granted for use on the understanding that if the copyright owner comes forward all reasonable restitution will be made for the use of the item. While taking into account the good faith of the user of the item. (Copyright Act)

When permission to publish is sought for commercial use the copyright owner must be located and permission gained before approval to use can be given by the Diocesan Archives.

7 ADMINISTRATION OF ACCESS

Where unique or rare materials are too fragile for general handling, access may be restricted. In such instances the items may be prioritised for copying to other media.

The Diocesan Archives may agree to impose restrictions on specific materials in accordance with:

- Ethical practice concerning access to intrusive personal information;
- Legal restrictions under the Censorship act 1996, the *Freedom of Information Act 1992*, and libel laws.

8 ORIGINAL MATERIALS

As a general rule, original materials may only be viewed in the researchers’ room under Diocesan Archives staff supervision.

Any copying of materials requires the approval of the Diocesan Archivist and is considered on an individual basis.

9 ACADEMIC & SCHOLARLY RESEARCH

Where Records are closed, the Diocesan Archivist may grant full or limited access to academic researchers and scholars involved in private research, subject to such terms and conditions (if any) recommended by the Diocesan Archives Committee.

10 PUBLIC ACCESS



The archives will be open for public access by appointment with the Diocesan Archivist only. Conditions of use of the Diocesan Archives are set out by the Diocesan Archives Committee and must be agreed to before access will be granted.

11 STAFF ACCESS

The Diocesan Archives are open only by appointment; staff are welcome to come to the Diocesan Archives to review material, if they are unable to do so the Diocesan Archivist can scan the documents and make them available on the network drive. Once a file has been transferred to the Diocesan Archives it cannot be reopened and actively used or kept. Access to archival material is under the same conditions of use as set out for public access.

12 MINISTRATIONS OF THE CHURCH

- A person shall be able to, where possible, obtain from Officers who have the custody of Records of the Church, information as to whether the person or the person's ancestors or descendants received the ministrations of the Church.
- The ministrations shall be taken to include baptism, confirmation, and admission to Holy Communion, reception into the Church, marriage, ordination and burial.
- This information shall be in sufficient detail to identify the person who received the ministration, the date and place of the ministration, and who performed the ministration.