

Library Archives Procedure

Section 1 - Purpose and Scope

Purpose

(1) The procedure outlines the principles and processes for the selection, curation, digitisation, management, and disposal of the Library's archival collections.

Section 2 - Definitions

(2) For the purposes of the Procedure refer to the [Definitions \(Academic\) Policy](#) and the definition below:

- a. Open Access means a set of principles and a range of practices through which material is distributed online, free of cost or other access barriers. Through licensing via an open licence (usually a Creative Commons Licence), freely available material can also be legally shared and reused.

Section 3 - Procedure

(3) The Library collects, digitises, and preserves archives which are relevant to the University's history, research priorities and regional engagement activities.

(4) Archival collections are established to collect and preserve items of historic, geographic, aesthetic, scientific or social significance to the University within a defined scope or theme.

(5) Archival collections are established subject to the approval of the Director, Library Services.

(6) Each archive will have a collection statement outlining the criteria used to appraise donations and acquisitions for that collection.

(7) The archives have a 'digital first' approach to collection and access. Items will be accepted to the archives subject to a digitisation agreement between the Library and the item's owner or custodian.

(8) In exceptional circumstances, physical items of high value or significance may be collected. Physical items will be accepted subject to the approval of the Director, Library Services and if the items can be safely stored and preserved within existing storage facilities.

(9) Items will be accepted and added to archival collections without conditions or restrictions.

(10) Items will be openly accessible via the SCU Library website. If access restrictions are necessary due to legal, copyright, privacy, or cultural requirements, restrictions will be assessed on a case-by-case basis.

(11) While the Library encourages open access and use of its archival collections, use should be appropriately attributed. Unauthorised reproduction or use of collection items, including for the purposes of profit, is not permitted without the written consent of Director, Library Services.

(12) The Library manages archival collections in culturally respectful and appropriate ways by implementing the Aboriginal and Torres Strait Islander Protocols for Libraries, Archives and Information Services, and consulting with community representatives.

(13) The Library will only accept items by or about Aboriginal people in consultation with the Aboriginal community. The Library will ensure that appropriate cultural, and relevant legal, permissions are given for digitisation, preservation and conditions of display and access.

(14) Aboriginal and Torres Strait Islander communities may exercise a Right to Reply to enhance, correct, update, critique or withdraw cultural items in collections.

(15) Items may be removed and de-accessioned from archival collections if:

- a. They do not meet the appraisal criteria for the archival collection statement and digitisation plan.
- b. They are a duplicate of items held in the archives.
- c. They are in poor condition or unable to be safely stored and managed, including digital storage and preservation.
- d. They are the subject of a Right to Reply withdrawal request.

Section 4 - Associated Documents

(16) This Policy should be read in conjunction with:

- a. [Library Collection Policy](#)
- b. Aboriginal and Torres Strait Islander Protocols for Libraries, Archives and Information Services
- c. [Indigenous Archives Collective Position Statement](#).

Status and Details

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Responsible Executive	Mary Spongberg Senior Deputy Vice-Chancellor +61 7 55893361
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