



Access Policy No. 4

Access to Collections

Notice

This policy and any related guidelines will be reviewed regularly by the Archivist and the Archives Advisory Group.

Odhran O'Brien

Archdiocesan Archivist

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Document Control

CAP Policy Register	
Category	Information Management
Approving Authority	Archives Advisory Group
Approval Date	22 September 2022
Review Schedule	First Review: 22 September 2022 Second Review: 22 September 2022

Vision Statement

To provide a professional, effective and sustainable service to the Catholic Archdiocese of Perth and to the broader Catholic Community. This is achieved by capturing, preserving and providing access to the documentary heritage and organisational memory of the Archdiocese.

In accordance with the Archives Office's Vision Statement and Service Charter, the office will undertake the following:

- » Provide access to information for Archdiocesan agencies and offices.
- » Manage the Archdiocese of Perth's organisational information according to its approved strategy.¹
- » Acquire collections in accordance with Archives Policy No. 2 (Acquisition of Archival Records) to preserve the communal memory.
- » Provide sacramental and historical information, including material for major research projects.

Access to Collection

Access is determined based on the Archdiocese's approved Information Security Access Model and the conservation condition of the documents.

Priority of Service

The Archivist determines access based on organisational priorities and the availability of resources.

Requests for Information

To assist the Archives Office in providing an efficient service, please download and complete one of the request forms at the following link:

www.perthcatholic.org.au/Agencies-Archives_Office-Resources_to_Download.htm.

Research

Researchers are invited to apply for access to the collection. The Archivist will consider the application and may refer the request to the Archives Advisory Group however approval is ultimately the decision of the Archivist. Applications will be approved for a period of up to one year on consideration of scope, available resources and alignment with the Archdiocese's mission. If further access is required after this period, the application will need to be renewed.

Access to Reading Room

Successful applicants will be contacted in writing outlining access arrangements. Please see Attachment A (Research Room Protocols).

¹ Please see, *Serving the Church in the Digital Age: The Archdiocese of Perth's Information Management Strategy*.

Research Service

Where researchers can provide a discretely defined request for information, the Archivist may elect to provide digital copies of documents. These requests are at the discretion of the Archivist and assessed according to the criteria listed above. To reproduce these documents, researchers are required to complete a Permission to Publish Form.

Reproduction of Records

The reproduction of records for private use by any method will normally be permitted, unless copyright restrictions or conservation restrictions suggest otherwise. Readers are not permitted to make a copy in any manner without meeting copyright and reproduction protocols.

Quoting records

Researchers will be permitted to make quotations from materials in the Archives if the permission for doing so has been sought previously and any such quotes are correctly referenced according to the Chicago Manual of Style.

Publishing

Images or content from the archives collection may be published with the approval of the Archivist. To apply for permission to publish, a Permission to Publish form should be completed and returned to the Archivist.

Service Charges

- » Access requests \$50.00 per hour. Subsequent visits \$30.00 per day.
Access includes preliminary research, reproduction and access to the collection.
- » Major project – by negotiation.

For the operating hours and contact details of the Archives Office, please see the following link: www.perthcatholic.org.au/Agencies-Archives_Office.htm.

Related Policies

- » The Management of the Archival Records of the Roman Catholic Archdiocese of Perth – Archives Policy 1
- » Intellectual Property and Copying of Archival Documents – Archives Policy 3



Reference Documents

Southwark Archdiocesan - Archive Access Policy

British Jesuit Archives – Archives Access Policy

Archdiocese of Sydney – Access Protocols

Further Information

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