

# GUIDELINES FOR ACCESS TO THE ARCHIVE COLLECTION

## 1. The Collection

The Collection reflects the activities and collecting interests of the museum. It includes material relating to Gwalia and Lenora:

- Records of the Sons of Gwalia Mine
- Historic photographs
- Rate books
- Maps and plans
- Personal records

## 2. Access to the Collection

- 2.1 Researchers are required to complete a 'Researcher's Registration Form' prior to being granted access to items.
- 2.2 Access to the Collection is only by prior arrangement during the opening hours of the museum.
- 2.3 Access to the Collection for an extended period of time will need to be approved by the Chief Executive Officer.
- 2.4 Records within the Collection are available through paper and electronic searching aids. Researchers may request items for viewing by completing a 'Materials Request Form'.
- 2.5 Requests will be determined by professional staff, taking into account such issues as copyright, ethics and condition. Material containing personal information may be restricted in accordance with the *Privacy Act 1988*.
- 2.6 Staff are responsible for retrieving items. Only approved persons may enter the archives storage area and open or remove boxes or other items.
- 2.7 Researchers will be provided with space to work. The use of items will be supervised by staff.

## 3. Charges Relating to Accessing the Collection (refer to 'Schedule of Fees')

- 3.1 There is no charge for the consultation of records in person, or for giving advice on available sources for research in reply to research enquiries.
- 3.2 Up to one hour's research time is provided without charge, subject to curatorial discretion, after which time the Researcher may pursue the enquiry in person.
- 3.2 Charges are made for printing and copying.

**4. Rules to be observed when using the Collection**

- 4.1 Pencils only are to be used for taking notes as ink has the potential to leak. Do not mark documents or books in any way as removal of such marks may be impossible or damaging to the paper.
- 4.2 Food, drink and smoking may attract insects and/or stain documents. These items are not to be taken into the Archive Room.
- 4.3 Researchers may only use one file at a time.
- 4.4 Researchers must take care to ensure that the order of loose papers in folders is maintained. Where papers are fastened together, the fastening must not be interfered with.
- 4.5 Original documents must be handled with the greatest care and respect. Appropriate gloves and supports will be provided. Please notify staff immediately if you receive material that is crumbling, brittle or damaged in any other way.
- 4.6 Researchers must avoid placing their hands, arms and writing materials on the documents as the pressure may be harmful to the documents.
- 4.7 Do not fold, unfold or 'dog ear' as this is harmful to the paper.
- 4.8 Following discussion with staff regarding the suitability of material, researchers may be permitted to take photographs of items for research purposes. Flash cannot be used.
- 4.9 Requests for photocopies may be made by completing a 'Request for Materials' form. Professional staff will determine if such duplication can be done without damage to the material and provided it does not violate privacy and/or copyright restrictions. As a general rule, bound volumes and files will not be photocopied.