



RULES FOR ARCHIVES ACCESS AND USE

Please return completed form to archives@siena.vic.edu.au

I understand and accept the following conditions of access to records and archives, including photographs and memorabilia, maintained by the Siena College Archives.

1. Access to Siena College records may be granted on the understanding that the privacy of individuals named in the records is respected and any copyright obligations are observed {e.g. where applicable: Victorian Freedom of Information Act (1982) and Information Privacy Act (2000); and Commonwealth Copyright Act (1968)}. Future Royal Commission Directives
2. Records made available are not to be marked, altered in any way, removed from their sequential order within the file or holder, or removed from the reference area without the permission of the archivist.
3. Copies of records including photographs and memorabilia will not be made without the specific permission of the Siena College Archivist and counter signed by the Principal. Any approvals will be subject to intended use, relevant legislation and the physical condition of the records.
4. Copies of records, including photographs and memorabilia, shall not be further reproduced without the written permission of the Archivist and counter signed by the Principal.
5. Publication of material in the custody of the Siena College Archives shall not be undertaken without the written permission of the Principal.
6. In the event of publication, appropriate acknowledgement of sources must be made.
7. The preferred form of acknowledgement should include specific reference to the Siena College Archives. Where it is desired to thank individuals for their assistance this should include name and title. Job titles should be confirmed for accuracy.
8. Donations of artefacts, memorabilia and ephemera received from past students, past staff and the general community are accessioned, sorted, filed and entered on the College inventory. The inventory includes an alphabetical listing of what is in the Archives Collection and its location, such as bay number and room location

Name of Applicant..... Telephone

Address.....

Nature of research

Signature of Applicant..... Date

Signature of Archivist..... Date