



LOYOLA COLLEGE
ARCHIVES POLICY

Intended audience	Loyola College Community
Author	College Board
Ratified	By College Board ~ Semester 2 2011
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1. PREAMBLE

Loyola College was established in 1980 as a Catholic co-educational secondary College, serving the needs of students in the north eastern suburbs of Melbourne on land adjacent to the former Jesuit Seminary known as Loyola.

The College Archives were established by Mr. John Kennedy, Founding Principal (1979 – 2007). An archivist was appointed in 2006 with the brief to acquire, organize and preserve items related to the cultural heritage of Loyola College from its planning in 1976 to the present day. Materials are also collected regarding the history of Old Loyola – the Jesuit Seminary building built in 1934 and acquired by the College in 2002. In order to achieve this goal, the College is committed to the ongoing employment of an archivist.

Loyola College acknowledges the importance of maintaining accurate records and so fully supports the implementation of an Archives Policy.

2. AUTHORITY OF THE ARCHIVES POLICY

The Loyola College Archives Policy establishes the framework with which the Archives Program will function. All practices and procedures must be in accordance with its provisions.

3. PURPOSE OF THE ARCHIVES

The purpose of the Loyola College Archives is to centralize, organize, preserve, protect and make available the records and material which pertain to the origin, history, culture, spirit, and growth of an educational tradition at Loyola College. The Loyola College Archives shall also encompass items of historical interest reflecting the many facets of educational life of the students and their staff throughout the history of the College. The Archives will serve as a reminder of the fruitful service given to students of the past and as an assurance of the continuation of that service.

Where possible the Loyola College Archives will also collect items of historical interest relating to the Loyola College site prior to its establishment as a secondary college.

4. DEFINITIONS

For the purpose of this Policy, the following terms shall be defined as follows:

4.1 ARCHIVES

- Those records which are no longer required for current use but have been selected for permanent preservation because of their evidential or information values;
- The official repository area where archival material is located;
- An organisation whose main function is to select and make archival records available for use. In the case of Loyola College it is restricted to collecting material generated by the College and the school based activities of its associated bodies, or material which clearly pertains, or contains reference to the College or a person associated with the College.

4.2 ARCHIVIST

The person appointed and responsible for the management of the Loyola College Archives.

4.3 ASSOCIATED BODIES

Auxiliary organisations of Loyola College.

4.4 ACCESS

The granting of permission to:

- Use the reference facilities of the Loyola College Archives;
- Examine and study individual items and records or collections held by Loyola College;
- Extract information from the Archives and records for research and publication.

Access to the Loyola College Archives may be restricted or withheld in accordance with procedures set out in this Policy to prevent damage to original documents or to protect confidential information.

4.5 ACCESSION

- The transfer of the physical and legal custody of materials to the Loyola College Archives;
- The process of formally accepting and recording the receipt of records and material into archival custody.

4.6 APPRAISAL

- The process of determining which records are to be retained as archival material and which will be destroyed;
- The monetary value of gifts and records.

4.7 DISPOSAL

- The final decision concerning the fate of records be it destruction or transfer to the Loyola College Archives;
- The program of activities to facilitate the orderly transfer of intermediate and inactive records from the current position to archival storage.

4.8 RECORDS

Those documents containing data or information of any kind and in any form, created or received by Loyola College, its associated bodies and its employees, in the course of its daily activities and subsequently kept as records of such activities.

4.9 DEPOSITOR

Any person or agency accumulating material which will eventually be housed in the Loyola College Archives.

4.10 RESEARCHER

Any person or agency seeking permission to access the Loyola College Archives in accordance with procedures outlined in this policy.

5. ADMINISTRATIVE SETTING OF THE ARCHIVES

The Archives of Loyola College operates within the following administrative setting:

- The Archivist, appointed by the Principal, will acquire, arrange and preserve all relevant material of the various agencies of Loyola College;
- The Principal will maintain an overall watching brief over the direction of the Archives program to ensure the correct keeping of records in accordance with the Policy;
- Officials of the various associated bodies, employees and/or voluntary workers at the College shall cooperate with the Archivist to ensure that:
 - No employee, officers and/or voluntary workers of Loyola College shall alienate, relinquish control over, destroy or otherwise dispose of records without proper authorization;
 - Employees, officers and/or voluntary workers are to follow the guidelines, procedures, forms and/or supplies authorised by the Archivist in carrying out archival tasks;
 - Where necessary, employees, officers and/or voluntary workers are to seek out the advice of the Archivist in any matter affecting the quality and quantity of records produced by Loyola College and its various associated bodies.

6. SCOPE AND NATURE OF ARCHIVAL REQUIREMENTS

6.1 ACQUISITION

The Loyola College Archives will acquire the records of the College and its associated bodies for permanent conservation in accordance with approved acquisition procedures.

As the Archivist is obliged to care for such records indefinitely, it will be necessary to have an ongoing and sufficiently substantial commitment to resources.

Material acquired by the Archives becomes the property of Loyola College, to be administered as the Archivist sees fit, including the right of the Archivist to de-accession or otherwise dispose of the material deemed non-archival.

The process and conditions of acquisition must comply with the Archives devised guidelines and procedures. Documentary material will normally be shredded unless other arrangements are deemed to be necessary.

6.2 ARRANGEMENT AND DESCRIPTION

All records brought into archival custody will be arranged and described in accordance with generally accepted archival principles, to the extent necessary to make them available for research. In general, records that have not been processed will only be made available to researchers under the direct supervision of the Archivist.

6.3 PRESERVATION

As the preservation of archival material is the reason for the very existence of the Loyola College Archives, every effort must be made to provide proper facilities, environment and resources to prolong the life of the records in its custody.

6.4 ACCESS TO ARCHIVES

The Loyola College Archives is available for access by the Loyola College Community. It may become accessible to the members of the public with the approval of the Archivist.

Due to the unique and irreplaceable nature of the Archives, all users must register their use of the records from the collection using the document entitled "Request to Consult Archival Material" (Appendix 1).

Archival material will be available for the purpose of research under conditions set out by the Archivist that ensure the preservation of archival material and which comply with requirements respecting confidentiality, privacy and any legal requirement, if any, with depositors.

The Archivist will administer access to the Archives and its collection in accordance with the access procedures, their legal and ethical obligations, sound archival principles, the available resources and the physical integrity of the materials.

Apart from reasons of confidentiality, documents and materials may be physically fragile and access must be restricted. Consequently there is no open access or browsing allowed in the Archives. Records must be treated with care. They shall not be traced over or marked in any way. No book, page, document, manuscript or archival material may be removed from the premises of the Loyola College Archives without the approval of the Archivist. Where permission is given by the Archivist for reproduction of any material, the process is to be undertaken by the Archivist. A cost may be incurred for the reproduction of materials.

As a general rule, no letter, memorandum or document, written by a person still living may be quoted, paraphrased, or used in any manner without the consent of the author. The researcher must assume full responsibility for conforming to the laws of libel and copyright which may be involved in the use of manuscript or other archival material.

When permission is granted for material to be used for publication, one copy of the publication is to be sent to the Loyola College Archives. For the purpose of this Policy, a thesis or dissertation is considered a publication.

6.5 MANAGEMENT AND ADMINISTRATION

In addition to the responsibilities to manage archival material, the Archivist also has an obligation to manage its own resources effectively, and to document its work carefully.

7. ROLE, RESPONSIBILITY AND DUTIES OF THE ARCHIVIST

To fulfill the requirements of this policy, the College is committed to employing an archivist. The Position Description of the College Archivist can be found in Appendix 1

7.1 WORK WITH OTHER BODIES WITHIN AND ASSOCIATED WITH THE COLLEGE

The Archivist will work with all individuals and bodies of the College and its associated bodies, to actively build relationships with members of the wider College community.

These relationships may involve current students, parents and staff members, past students, parents and staff members, and other Jesuit Partner schools across Australia.

The Archivist will liaise in particular with the Principal or the Principal's nominee for the upkeep of archival materials and records and the transfer of records from administration to the Loyola College Archives.

7.2 ACQUISITION, ACCESSIONING, ARRANGEMENT & DESCRIPTION

The Archivist is responsible for accessioning, arranging, and describing all materials deposited into the Loyola College Archives in keeping with professional archival standards.

This includes the collection, arrangement, filing, cataloguing, storage and updating of Archival records through the maintenance of electronic records, using the Loyola College AIMS Library Catalog Database, which includes details of each acquisition.

7.3 PRESERVATION AND CONSERVATION

The Archivist is to ensure the safety and security of all materials within the Archives. This includes:

- The establishment of a secure repository which has storage and environmental conditions adequate for the long-term storage of records in varying formats; and,
- The identification and preservation of vital records and the transfer as appropriate to electronic format, and the provision of special care for fragile materials, stored in purpose built facilities.

It is acknowledged that the Loyola College Archives is in part a 'museum', with holdings of physical objects that may include textiles, audio/visual materials, artworks, trophies, furniture and religious artifacts. This may give rise to specific conservation and/or preservation issues. The Archivist's role is to liaise with experts in other fields to obtain optimum advice and results.

7.4 ARCHIVES RESEARCH, ACCESS AND ASSISTANCE

The Archivist will provide research services to all members of the Loyola College community and wider community who have a genuine enquiry about any aspects of the College's history and development.

The Archivist will provide access to the Loyola College Archives in accordance to the approved procedures as outlined in this Policy. This includes providing assistance to Archives users on completion and lodging of the approved request form and the maintaining of a Register of Archives Users and Archives Usage.

7.5 OUTREACH PROGRAMS

The Archivist will design and participate in regular activities to promote the heritage of the College and the existence of the Loyola College Archives. Such activities may include articles for inclusion in the Ignatian (Loyola College fortnightly newsletter), the Companion (LEXSA magazine), the Conversation (Loyola College annual magazine), and wider educational or archival realm. Other outreach activities

may include Oral History programs, current and ex-student liaison groups, volunteer programs, information pamphlets, displays of photographs and other objects at the College and at various College events and displays in a more permanent form where facilities are available and appropriate.

7.6 MANAGEMENT OF VOLUNTEERS AND STAFF WITHIN THE ARCHIVES

The Archivist will train and supervise any staff or volunteers who may assist in the Loyola College Archives from time to time. Legislative requirements concerning child protection and privacy must be met.

7.7 MUSEUM, HERITAGE AND ASSET ADVICE ON EXTERNAL HOLDINGS

While not necessarily an expert in all fields of heritage conservation, the Archivist will have acquired knowledge about non-paper items in archival custody, extending to items located around the College campus which may not be deposited in official archival custody including statutes, paintings, plaques, furniture and buildings. The Archivist should be consulted, and will provide advice and support in matters concerning these items in regards to their real or inherent value, restoration, display or disposal.

7.8 PROFESSIONAL DEVELOPMENT

The Archivist will source and participate in on-going professional development which provides for up-to-date information and practical training at professional archival standards.

This professional development may include both formal and informal interaction with archivists of other educational and Ignatian institutions. The ongoing professional development of the Archivist will help provide better service in their work. Therefore, the Archivist, via the College, shall hold membership in those organizations which will benefit the work.

In addition to archival training, the Archivist is expected to demonstrate a commitment to the task of preserving the historical heritage of Loyola College, a historical perspective, a willingness to work with others, and administrative ability.

7.9 REPORTING & BUDGETING

The Archivist will present a quarterly written report to the Principal providing details of the ongoing work undertaken in the Loyola College Archives and materials acquired during the reporting period. Budgetary requests as required will also be included in the written reports.

7.10 ARCHIVES POLICY

The Archivist will undertake his/her duties in accordance with the guidelines outlined in the Loyola College Archives Policy and will contribute to the update of the policy in its cyclic review or as is deemed necessary.

APPENDIX 1



POSITION DESCRIPTION OF THE COLLEGE ARCHIVIST

Loyola College has a responsibility to be the caretaker of its inherited past. To meet this goal the care, protection and development of the College Archives collection is considered a priority. The College Archivist is principally responsible for the Archives Collection and its ongoing development. To understand the present and the future we must be aware of our past. The College Archivist enables the College community to develop that important awareness and consequently performs an important cultural role within the College community.

1.1 WORK WITH OTHER BODIES WITHIN AND ASSOCIATED WITH THE COLLEGE

The Archivist will work with all individuals and bodies of the College and its associated bodies, to actively build relationships with members of the wider College community.

These relationships may involve current students, parents and staff members, past students, parents and staff members, and other Jesuit Partner schools across Australia.

The Archivist will liaise with the Principal via the Deputy Principal (Administration and Personal Development) for the upkeep of archival materials and records and the transfer of records from administration to the Loyola College Archives.

1.2 ACQUISITION, ACCESSIONING, ARRANGEMENT & DESCRIPTION

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required will also be included in the written reports and discussed with Deputy Principal (Administration and Personal Development).

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1.11 HOURS AND CONDITIONS

The position of College Archivist is as a Category C School Officer (seven weeks annual leave with one week taken in each of the Term breaks and four weeks at the end of the school year). The salary range is Category C Level 4/13 23,486 ~ 26,478 (0.55 FTE ~ Full Time Equivalent).

APPENDIX 2



PROCEDURE FOR ACCESS TO THE MATERIALS IN THE LOYOLA COLLEGE ARCHIVES.

1. The person or organization requesting access to the Loyola College Archives shall complete and lodge with the Archivist a document entitled *Request to Consult Archival Materials*, stating the materials to be accessed and the purpose of the access request;
2. Entry into the Loyola College Archives is only possible under the direct supervision of the Archivist;
3. No original materials - books, manuscripts, or other items - may be removed from the Archives;
4. Depending on the quality and nature of the material, copies where required may be made of the archival material by the Archivist;
5. Permission may be given to use photocopied and scanned materials for extended periods outside the Archives. Additional copies of these materials may only be made with the permission of the Archivist. A cost to reproduce the material may be incurred by the researcher;
5. All Archival material must be handled with care. This includes:
 - The removal of documents from boxes by holding the protective file, not the actual documents themselves;
 - No writing on or use of writing utensils of any kind near the documents;
 - No marking or erasure of the documents;
 - No tracing over the documents;
 - Minimal handling of the documents.
6. All documents or materials must be maintained in the order in which they are received.
7. As a general rule, no letter, memorandum, or document written by a person still living may be quoted, paraphrased, or used in any way without the consent of the author.
8. The researcher assumes full responsibility for conforming to the laws of literary property rights, which may be involved in the use of manuscripts and other archival material.
9. The use of certain documents may be restricted by statute, office, origin or by request of the depositor. The researcher may quote from these documents only with permission of the Archivist and with due reference to the source.
10. If permission is given for the use of material for publication, a copy of the publication must be sent to the Loyola College Archives. A thesis or dissertation is considered a publication.