



The Association of Ukrainians in Victoria Archive Policy

AUV Board Approved – September 2020

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1. Preamble

1.1 The Association of Ukrainians in Victoria Archive (AUV Archive) is the repository of a substantial collection of physical and digital records which have accumulated since the establishment of the Association of Ukrainians in Victoria (AUV) in 1949.

1.2 The AUV Archive aims to preserve this collection and make it accessible to members of the AUV, the public and researchers.

1.3 This policy document, adopted by the AUV Board on [date], sets out the principles and establishes the regulations according to which the AUV preserves and operates the AUV Archive.

2. Purpose of the AUV Archive

2.1 The Archive collects documents concerning the activities of the AUV and Sections of the AUV, including:

- papers of AUV and AUV Section General Meetings;
- papers of AUV and AUV Section Boards;
- AUV correspondence; and
- documentation of public events organised by or with the participation of the AUV and its Sections.

2.2 The Archive does not collect records of AUV Branches, which are the responsibility of each AUV Branch, except in special cases as decided by the AUV Board.

2.3 The AUV Archive preserves the AUV's archival collection from risks such as, but not limited to, deterioration, damage, loss, corruption or obsolescence.

2.4 The AUV Archive may receive from AUV members and the public donations related to the history of the AUV and, more generally, the Ukrainian community in Victoria.

3. Governance

3.1 The Board of the AUV

3.1.1 The AUV Archive is a Section of the AUV.

3.1.2 The governing body of the AUV Archive is the AUV Board.

3.1.3 This Archive Policy is reviewed, and amendments to it are approved, by the AUV Board from time to time and at least every five years.

3.2 The AUV Archive Committee

3.2.1 In matters concerning the AUV Archive the AUV Board is advised by the AUV Archive Committee.

3.2.2 The AUV Archive Committee comprises:

- the President of the AUV or their nominee;
- one additional member of the AUV Board;
- the Director of the Mykola Zerov Centre for Ukrainian Studies at Monash University or their nominee;
- one other person nominated by the Director of the Zerov Centre; and

- the Archivist.

3.2.3 The AUV Archive Committee is convened by the President of the AUV or their nominee.

3.2.3 The AUV Archive Committee meets as required, but at least once every six months.

3.3 The Archivist

3.3.1 The AUV Board appoints the Archivist on the recommendation of the AUV Archive Committee. The incumbent Archivist, or any applicant for the role of Archivist, does not participate in deliberations on the appointment of the Archivist.

3.3.2 Where possible, the Archivist is a qualified professional archivist or historian.

3.3.3 The AUV Archive shall be under the day-to-day care and management of the Archivist.

3.3.4 The Archivist is responsible for:

- accessioning, arranging and describing all material coming into the AUV Archive in keeping with this Archive Policy;
- collecting the records specified in Clause 2 above;
- maintaining the catalogue of the AUV Archive;
- retaining information on record creators, the purposes for which records were created, and their subsequent history;

- creating forms and templates needed for the operation of the AUV Archive, including donor forms and copyright forms; and
- establishing procedures for accepting records into the AUV Archive and de-accessioning them.

3.5 The Archivist may, with the consent of the AUV Archive Committee,

- take initiatives to raise the public profile of the AUV Archive and promote the AUV Archive through exhibitions and other outreach activities;
- train staff in records management and archives principles;
- supervise staff or volunteers working in the AUV Archive;
- provide support services for researchers and members of the public, particularly by assisting researchers to locate and use items in the AUV archive collection and providing reference services and other finding aids; and
- manage public access to archives with due regard to the rights to privacy of record creators.

3.6 Removal of material from the archives without permission of the Archivist is prohibited.

4. Collection and Acquisition

4.1 The AUV Archive collects records as specified in 2.1 above. These records are collected by the Archivist from the AUV Secretary and the Secretaries or other officers of AUV Sections no later than one month after each Annual General Meeting of the AUV.

4.2 The AUV Archive may from time to time accept or solicit donations of other documents and objects relevant to the Ukrainian community in Victoria from AUV members, members of their families or members of the public.

4.3 Authority to appraise and acquire such material is vested in the Archivist acting with the approval of the AUV Archive Committee.

4.4 The Archivist encourages donors to give ownership and control of donated items to the AUV Archive. An Object/Document Donation Form is completed for each donation where possible.

4.5 Where possible, copyright is transferred to the Archive with the donated items. Material that has been donated is considered to be in the custody of the Archivist who makes all decisions about its arrangement and description, storage, conservation, display, access and disposal.

4.6 Material may be acquired through purchase if there are sufficient funds and the item fits the collecting criteria.

4.7 Material may be accepted on loan for short periods of time only and for specific purposes, such as an exhibition.

5. Collection Storage

5.1 The AUV Archive's physical collection of documents and objects is stored at Ukrainian House, 3-11 Russell Street, Essendon, Victoria.

5.2 The Archivist, in consultation with the AUV Archive Committee and AUV Board, ensures that the physical environment of the AUV Archive is designed and controlled to mitigate the risk of loss, damage or deterioration.

5.3 The AUV Archive, while it is not a museum, holds physical objects such as textiles, audio-visual material and artworks that have specific conservation needs. The Archivist liaises with experts in relevant fields to ensure that these objects are safely preserved.

5.4 The Archivist ensures that storage areas are cleaned on a regular basis, lighting in storage areas is controlled, and the majority of collection items are boxed or otherwise enclosed using appropriate materials and packaging.

5.5 The Archivist, with the AUV Archive Committee and the AUV Board, ensures that the risk of damage to the collection from pests is managed by implementing and maintaining an integrated pest management (IPM) programme within collection storage areas, consultation areas and display areas.

5.6 The Archivist, with the AUV Archive Committee and AUV Board, develops and ensures the implementation of a risk management strategy, including procedures to protect the archive collection from flood, fire, vandalism, theft, air conditioning failure, burst pipes and other hazards, both man-made and natural. The Archivist regularly monitors safety equipment.

5.7 The Archivist liaises with the AUV Board to ensure that the AUV Archive has an up-to-date Collections Emergency Plan and that all persons working in or consulting the Archive are aware of the Plan.

6. Digital Collection

6.1 The Archivist in consultation with the AUV Archive Committee determines:

- criteria for selecting parts of the collection for digitisation;
- the location of the digital collection on a hard drive;
- protocols for back-ups of the digital records and for maintenance of a copy in secure storage to ensure that the digital collections can be fully recovered in the event of an emergency.

6.2 Routine access to the digital collection is limited to staff who carry out preservation activities.

6.3 The Archivist grants researchers and members of the public access to the digital collection on a case-by-case basis.

6.4 Electronic copies for preservation and research are only available onsite at the AUV Archive. Electronic copies can be placed on an intranet and users can access them at onsite computer terminals, but not online.

7. Access

7.1 In order to maintain security and to comply with the Privacy Act (1988, 2001 amendment) the AUV Archive office and storage area may not be accessed without permission of the Archivist.

7.2 Researchers and members of the public are supervised by the Archivist while consulting the AUV Archive collection.

7.3 The Archivist determines on a case-by-case basis whether access may be granted to particular requested materials. Access to records which may contain information of a sensitive nature, such as personal information, private correspondence, internal reports and minutes which record private administrative and managerial decisions will not generally be given, but may be given in special circumstances if approved by the AUV Board.

7.4 In recognition of the need to differentiate between the different types of records held in the archive and in order to maintain discretion and security where appropriate, the Archivist will classify material in the AUV Archive as either:

- Open: Material which has been in the public domain. This material may be viewed without restriction and used subject to privacy and copyright provisions (see 8. Copyright, below); or
- Restricted: This material may only be accessed by the creator or the creator's heirs or successors.

7.5 The Archivist may restrict or deny physical access to records if these records are in a disordered or fragile state, or are not catalogued.

8. Copyright

8.1 In general, AUV has ownership of the copyright of records created by the AUV itself.

8.2 In the process of accepting donations to the AUV Archive from external sources, the AUV asks the donor to transfer copyright from the donor to the AUV.

8.3 Before making a digital copy of a work or item publicly available the Archivist, acting for the AUV:

- determines whether copyright permission is necessary;
- obtains permission from the copyright holder if it is required.

8.4 The Archivist acts for the AUV in taking reasonable steps to prevent people who access the AUV Archive from infringing copyright.

8.6 The AUV Archive may provide online access for research or study purposes to digital copies of documents in the AUV Archive that are classified as public domain works, or whose copyright period has expired.

8.7 The Archivist endeavours to ensure that users of the AUV collection (physical and digital) respect any creator and/or community moral rights and acknowledge, especially in publications, the collection from which the work used has been sourced.

9. De-accessioning of Material from the Collection

The Archivist may in due course develop a de-accessioning policy for the AUV Archive, to be considered and approved by the AUV Board as an Appendix to this Archive Policy.

Appendix A. Sources Consulted

A.1 General

Australian Society of Archivists, <https://www.archivists.org.au/>

- Downloadable booklet, *Preserving Australia's Documentary Heritage: A Starter Kit for Community Groups*,
<https://www.nla.gov.au/sites/default/files/starterkitcommunity.pdf>

Public Record Office Victoria, <https://prov.vic.gov.au/>

- Acquisitions: <https://prov.vic.gov.au/community/managing-your-collection/acquiring-archives>
- Access to archives: <https://prov.vic.gov.au/community/managing-your-collection/access-archives>
- Documenting and cataloguing: <https://prov.vic.gov.au/community/managing-your-collection/documenting-collection#>
- Developing an archives policy: <https://prov.vic.gov.au/community/managing-your-collection/developing-archives-policy>

A.2 Digitisation

Digital Access to Collections, <http://www.digitalcollections.org.au/>

- Toolkit: <http://www.digitalcollections.org.au/toolkit>

Public Record Office Victoria,

- "Just Digitise It" web page: <https://prov.vic.gov.au/community/managing-your-collection/just-digitise-it>
- Downloadable booklet on digitization:
<https://prov.vic.gov.au/sites/default/files/files/Just-Digitise-It%20booklet.pdf>

A.3 Conservation and Risk Management

Australian Museums and Galleries Association (AMaGA) Victoria,
<https://amagavic.org.au/disaster-response>

Australian Institute for the Conservation of Cultural Material (AICCM), *AICCM Environmental Guidelines for Australian Cultural Heritage Collections (2018)*, <https://aiccm.org.au/conservation/environmental-guidelines/>

Australian Institute for the Conservation of Cultural Material (AICCM), *Disaster Planning*, <https://aiccm.org.au/disaster/disaster-planning/>

Public Record Office Victoria, *Preservation and Conservation*, <https://prov.vic.gov.au/communitymanaging-your-collection/preservation-and-conservation>

A.4 Archival Supplies

Archival Survival, <https://archivalsurvival.com.au/>

Albox Archival Specialists, <https://www.albox.com.au/>

Appendix B. Notes on Archive Websites

Quoted from “Digital Access to Collections”:

“Collecting organisations are providing digital access to their collections in two main ways:

- organisational website – these include both photographic and object-based collections. Some organisations also allow users to request and/or purchase a copy of photographs via their website.
- collection sharing platforms where organisations upload their information, or the site ‘harvests’ their ‘open data’ (openly-shared information) via the internet.

Popular platforms in Australia include:

- Trove
- Atlas of Living Australia
- Flickr
- Historypin
- eHive
- Victorian Collections

There are collection sharing platforms all over the world, such as Culture Grid and Europeana, which has over 3000 cultural institutions from across Europe contributing items from their collections to the site. The Digital Public Library of America has over 14 million items that are easily discoverable online. Private collectors are also sharing their collections through platforms such as The Collecting Bug.

Some collection management systems, such as Victorian Collections, work as both a collections management system and as a sharing platform. Sharing on social media can also be an effective way to engage interest in your organisation and its collection.”

(<http://www.digitalcollections.org.au/toolkit/share/providing-digital-access>)

Quoted from: Royal Historical Society of Victoria, “Guide to Managing Historical Societies”:

“Computer databases are now frequently used by societies when cataloguing collections, though some societies still use card catalogues.

Databases usually used by societies in Victoria are:

- DB/TextWorks,
- File Maker Pro,
- Access and Collections Mosaic.

Data structures are available for use with some programs – Maxus Museums Data Structure [now acquired by Lucidea; see <https://lucidea.com/maxus-is-now-lucidea-australia-ltd/>] for DB/TextWorks and Collections Mosaic (<http://www.istechology.com.au/>) based on Access. These data structures were primarily designed for cataloguing objects but do include fields for cataloguing photographs and books. Depending on the program it may be possible to design a data structure for a program or modify an existing one.

Information is entered in fields in a data entry form in the computer and the information is then manipulated through the creation of report and display forms to be viewed in a variety of ways.” (<https://www.historyvictoria.org.au/wp-content/uploads/2018/08/collections3.pdf>)

See also: The Digital Factory, *Protecting Tomorrow’s History Today*, <https://tdf.net.au/archiving/>