

Purpose

This document describes the material held in the Federation University Australia Historical Collection, the Gippsland and Regional Studies Collection, and the Federation University Library Research Collections. These Collections contain published and unpublished papers and records of individuals, organisations and the University. Many of the items are unique and many are rare and fragile. The collections also contain copies of original manuscripts, created either as part of various microfilming projects or as a means of reducing the physical handling of items already held in the collection. The aim of this document is to balance public access to historical materials with the University's responsibility for the long-term preservation of the state's cultural heritage. The policy also documents other considerations that influence public access to these materials.

Guidelines for access to, and copying of, these materials are provided in the Reading Rooms Access document available from the Reading Room staff.

Reading Room Code of Conduct

Many of the items made available to you in our reading rooms are unique and therefore irreplaceable. It is our responsibility to manage and protect them so that they will be available for generations to come. The care with which you handle items is a very important factor in their survival.

Before you begin we require you to:

- complete and sign an access agreement form
- switch your mobile phone and laptop to silent mode.

When using the Reading Room:

- Treat staff and other researchers with respect and courtesy
- Take reasonable steps to ensure one's research practice does not impact on other researchers
- Observe Reading Room procedures and ensure items are handled correctly
- Follow any lawful and reasonable instruction given by a staff member
- Leave bags and coats in the designated area

To help preserve and protect the Collections please **do not**:

- bring food or drink of *any* kind into the reading room
- use pens or ink – pencils are provided for your use
- remove any records from the reading room
- mark or annotate items in any way

- unfasten any folio or interfere with the original order of papers within a file.

We regret that staff are unable to:

- Complete research activities on your behalf.
- Allow any material to leave the Reading Room.
- Make copies of material for researchers.

Handling archival records

Archival records are unique. Because of their age they are also fragile and constant handling renders them vulnerable to damage and loss of the information they contain. You can help prevent deterioration of the records you use by observing the following handling guidelines.

- Please ensure that your hands are clean and free from hand lotions and moisturisers as they will cause transfer of oils, and the paper to stain and accelerate the deterioration process
- Please handle all records carefully. Never force open a volume or a file. If you are unable to read information because of a tightly bound spine, bring it to the attention of reading room staff
- Please do not lean on or trace from any records, or use them as a support for writing
- Please do not stack open files or place files within other files. This places unnecessary pressure on the file, and may lead to one of the files becoming lost
- If you need to flag a page, use a paper slip (available in the Reading Room) for this purpose. Do not use post-it notes or bulky objects such as pencils as place markers
- If you come across an item which is in poor condition, or has mould or insect damage, please bring it to the attention of reading room staff so they can refer it for preservation treatment and advise you on accessing it safely
- Don't lean on, write on, mark, fold anew, trace from or handle items in any way likely to cause damage. Please refrain from moistening fingers to turn pages as this can cause permanent damage

Reading Rooms Guidelines

- Ensure an adequate flat surface and ample area on which to place and open the volume or use the wooden or pillow supports provided in the Reading Room
- Many volumes are bagged because they are in a fragile or poor condition. If this is the case, gently remove the volume from the bag
- Open the cover first. Taking account of the fragility and any existing damage turn the pages in small enough groups to ensure that no further stress is placed on the record. Hold the pages by the outer edge or corners. Do not open the pages by pushing the page or thumb or finger licking.
- Some volumes contain loose papers and pages; please ensure that these remain in the same place found within the volume
- When closing volumes, close only a safe number of pages at a time and always close the cover on its own to prevent creasing of the first or last pages
- Never pile fragile or damaged volumes on top of one another or larger heavier volumes on top of smaller ones. Do not place volumes on top of documents and files
- Some files arrive in tightly over packed boxes. Take account of the fragility and any existing damage before any attempt to remove the contents is made. If required, ask staff for assistance.
- Please maintain the original order of contents of the files and boxes.
- Do not unfold pages that are tightly folded, cracking or crumbling. Seek assistance from staff if necessary. Do not fold or roll papers.
- Use the weights provided to enable pages to be held open without stress.

- Pencils or laptops may be used for making notes. Pens are not permitted in Reading Rooms as they can leave permanent marks on records.
- The corrosion of metal clips can weaken surrounding paper so that although a file may appear sound it may tear or break up easily if there is corrosion. If clips need to be removed to view the record safely please seek staff assistance.

***Please ask for staff assistance if you have any problems in handling records.
Thank you for your cooperation.***

Copying and digitising material

Users are not permitted to copy or digitise items for commercial use. Requests for use of materials for commercial purposes may incur a fee and will be considered on a case-by-case basis by the University Copyright Coordinator (h.heawood@federation.edu.au). Commercial purposes include, but are not limited to:

- Publication in a book, magazine, journal or newspaper
- Exhibitions
- Television, video or film production
- Multimedia
- Websites of a commercial nature

Researchers employing professional photographers to undertake the photographing of archival material should ensure that appropriate arrangements are made in advance with Library staff.

If any copies of material are to be used for publication, you will also need to request and obtain permission to publish or reproduce material. Requests will be considered by the University Copyright Coordinator (h.heawood@federation.edu.au).

Citing material

Archival (manuscript or unpublished) material must be cited correctly. This enables staff and other researchers to find and use records, and ensures that the checking of sources is made easier. The preferred format for citing such material is Chicago note style:

- Author and date,
- Title or type of document,
- Item reference/series number (accession number),
- Name of the Collection,
- Name of the repository in full.

Example: Bridge over the Aberfeldy River, n.d., LRC 004, Latrobe Regional Collection 1984-1995, Federation University Australia, Gippsland and Regional Studies Collection (hereafter GRSC).

Example: Letter from.... To....., 1984, Box 27, File: Disputes, Gippsland Trades and Labour Council Collection, Federation University Australia, Gippsland and Regional Studies Collection (hereafter GRSC).

For Collections that are not fully listed, provide as many details as possible.

If a Collection is to be cited as a whole in your bibliography, provide the following details

- Author,
- Full name of the Collection.
- Name of the repository in full.