BOND UNIVERSITY ARCHIVES POLICY

1. OVERVIEW

Bond University Archives are maintained by Library Services to preserve and make accessible published and unpublished material about Bond University, regardless of format. The Archives documents the history of all aspects of the University in a way which other records such as administrative records, policy, staff files, etc. do not. The Archives serve as the institutional memory of the University.

Bond University Archives includes material collected by the Library over a number of years as well as items transferred from Central Records and Marketing in 2005 and subsequent years.

The purpose of this Policy is to ensure that all staff and student areas of the University adopt a uniform and strategic approach to the preservation of any material which captures the history of Bond and that this material is routinely deposited with Library Services. This material excludes administrative and financial records, student and staff records, committee minutes, papers, and other records.

The Policy also sets out requirements for management of the physical and digital collection.

2. THE POLICY

2.1. Deposit of Historical Material for Bond University Archives

2.1.1. All areas of the University must deposit one copy of all material of an historical nature with Library Services for inclusion in the Bond University Archives. This includes material in all formats (print, digital, ephemeral, media, objects) and will ensure that Bond’s heritage is preserved and accessible in one central location.

2.1.2. Library Services will provide advice to Faculties and Offices to identify relevant material and to set up a process for ongoing deposit.

2.2. Physical Repository (Bond Collection)

Archival items in physical formats will be stored in the Library Services Compactus and, dependent on staffing, will be catalogued and indexed to ensure optimum findability.

2.3. Digital Repository (Bond Gallery)

Library Services is responsible for developing the Bond Gallery as an open access digital archive of material in electronic formats.
2.4. Bond University Archives Webpage
The Bond University Archives webpage (https://library.bond.edu.au/search-find/collections-archives) provides an access point for the Bond Gallery in the University’s Digital Repository as well as a web presence for the existing print materials (in a variety of formats) and as a linking site for other digital material produced at Bond which is of historical value.

2.5. Coordination and Cooperation with University Stakeholders
Stakeholders are recognised as the following groups:

- All Faculties and Offices of the University
- Academic and Professional Staff
- Bond University Student Association (BUSA)
- Student Groups/Associations

All of the above groups play a part in contributing material to the Bond University Archives.

3. DEFINITIONS

**Bond University Archives**: Materials which capture the history of the University and which are collected, maintained, stored and preserved in a variety of formats by Library Services.

**Bond Collection**: The physical collection housed in the Library Services Compactus

**Bond Gallery**: Open access digital repository of historical and archival material about the University (part of epublications@bond).

4. RELATED PROCEDURES

5. RELATES GUIDELINES AND FORMS