



## BOND UNIVERSITY ARCHIVES POLICY

<b>Policy number</b>	USP 1.02
<b>Policy name</b>	Bond University Archives Policy (Issue One)
<b>Applicability</b>	Bond University Staff and Students
<b>Policy owner</b>	University Librarian
<b>Contact person</b>	University Librarian
<b>Policy status</b>	Approved Policy
<b>Date of approval</b>	12 May 2009
<b>Date last amended</b>	11 June 2018
<b>Date last exposed</b>	
<b>Date last reviewed</b>	
<b>Date of next review</b>	11 June 2021
<b>Related policies</b>	Library Collection Management and Access Policy ( <a href="#">USP 1.01</a> ) Open Access Policy ( <a href="#">USP 1.04</a> )

### 1. OVERVIEW

Bond University Archives are maintained by Library Services to preserve published and unpublished material about Bond University, regardless of format. The Archives document the history of all aspects of the University in a way which other records such as administrative records, policy and staff files 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 previously transferred from Central Records and Marketing.

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.

### 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.

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 by Library Services and, dependent on staffing, will be catalogued and indexed to ensure optimum findability.

#### 2.3. Digital Repository

Library Services is responsible for developing an open access digital archive of material in electronic formats.

#### 2.4. 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 by Library Services

### 4. RELATED PROCEDURES, GUIDELINES AND FORMS

The Bond University Archives webpage (<https://library.bond.edu.au/search-find/collections-archives>) provides information on the Archives.