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|  BOND UNIVERSITY | BOND UNIVERSITY ARCHIVES POLICY |
| Contact Officer | University Librarian |
| Date First Approved | 12 May 2009 |
| Approval Authority | University Librarian |
| Date of Next Review | 16 June 2024 |

1. PURPOSE AND OBJECTIVES

The Bond University 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Bond University Archives are maintained by Library Services to preserve published and unpublished material about Bond University, regardless of format.

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. AUDIENCE AND APPLICATION

Bond University Staff and Students

3. ROLES AND RESPONSIBILITIES

| Role | Responsibility |
|---------------------|---|
| Faculties & Offices | Clause 4.1 Deposit one copy of all material of an historical nature with Library Services for inclusion in the BU Archives. |

4. POLICY STATEMENT

4.1. Deposit of Historical Material for Bond University Archives

4.1.1. 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.

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

4.2. 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.

4.3. Digital Repository

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

4.4. 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.

5. DEFINITIONS, TERMS, ACRONYMS

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

6. RELATED DOCUMENTS

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

[Library Collection Management and Access Policy](#)

[Open Access Policy](#)

7. MODIFICATION HISTORY

| Date | Sections | Source | Details |
|--------------|----------|--------|---------|
| 16 June 2021 | | | V1.4 |
| June 2018 | | | V1.3 |
| Aug 2015 | | | V1.2 |
| Aug 2012 | | | V1.1 |