

UNSW - UNIVERSITY ARCHIVES

READERS' INFORMATION LEAFLET - MARCH 2005

REPRODUCTION, CITATION, & PUBLICATION OF ARCHIVAL RECORDS

Procedures, Services & Requirements

Reproduction of all archival records

Researchers are encouraged to use records on site as the University Archives does not recommend copying documents for preservation reasons. Further, there are no facilities for researchers to do their own copying. Researchers may request copies of records held in the University Archives; reproduction charges apply and must be paid for by researchers. Any copying is subject to approval by the University Archivist; factors which may affect such approval include the prevention of damage to records, the purpose of the request, ensuring compliance with copyright law and access restrictions, and the availability of resources.

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Where the Researcher applies for a copy to be used solely for the purpose of private research and study, the University Archives may approve the application for reproduction.

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Where the Researcher applies for a copy to be used for purposes other than private research and study, such as publication or communication, the University and the Researcher share responsibility in ensuring that the use of copies issued by the University Archives does not infringe any copyright in the original records or copies, whether published or unpublished.

Use of copies for other purposes (cont.)

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For further information on copyright at UNSW please visit <http://www.copyright.unsw.edu.au/>

Citation and publication requirements

A Researcher who has been granted access to records held in the University Archives undertakes to comply with the Archives' citation and publication requirements.

The citation methods (examples below of abbreviated and expanded form) apply when the Researcher is making reference to a record in a paper (book, article, essay, thesis, conference paper etc...) or is publishing, communicating or displaying a reproduction of a record held in the University Archives.

Example of abbreviated citation method

"UNSW UA: 123-456-789" where 123 is the agency number, 456 is the series number and 789 is the item number.

Example of expanded citation method

"University of New South Wales University Archives: Faculty of Science; Series 456 - Faculty Handbooks 1952-2002; 1975 volume."

When a Researcher obtains the written permission of the University Archives to publish, communicate or display a reproduction of a record held in the University Archives, they undertake to acknowledge the University Archives as the source of the record as follows: "*Reproduction courtesy of the UNSW University Archives.*"

Copying Services for records held in the University Archives

Where permission to reproduce archival records has been granted, the following copying services are available within the Archives. The Archives retains the right to charge \$60 per hour for any copying and will notify in advance that the request will attract this charge.

Photocopying: Photocopy cards are available for purchase and recharging at the Monitor Service Desk on Level 2 of the Library. Otherwise photocopying within the Archives is charged at 10 cents per page.

Reproduction of photographs: Photographs may be scanned by staff and e-mailed to researchers. For up to 3 images there will be no charge, for more than 3 images the hourly charge will apply, with a minimum charge of one hour.

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