



ARCHIVES ACQUISITIONS POLICY

Purpose of archives

The Archives shall collect, process and preserve selected non-current records, memorabilia and artefacts that document the founding, organisation, administration, growth and development of, and people associated with the Presbyterian Ladies' College Sydney.

The Archives holds materials that must be kept to satisfy legal requirements as well as material that exemplifies the social and cultural history of the College.

Collecting policy

The material collected must be consistent with the areas of specialisation described above.

Material will be obtained by in-house transfer, donation or, if considered necessary, purchase.

Donations to the collection are considered as an outright gift and will be acknowledged in writing.

The formats of materials collected will include, but will not be limited to:

Printed or handwritten material

For example -- school magazines, student newspapers, prospectuses, student and staff handbooks, programs, newspaper clippings, posters, ephemera

Unpublished material

For example -- minutes of College Council and associated committees, student records

Pictorial

For example -- photographs, paintings, prints, etchings, slides, architectural drawings

**Young women
of integrity
and purpose**

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Audio-visual

For example – videos in VHS, mp3 and other formats, CDs, cassettes

Microforms

For example -- microfilm, microfiche

Digital and electronic records

For example – digital images, digitised documents

Articles of uniform

For example – blazers, skirts, blouses, jumpers, pinafores, sports clothes, badges, hats, coats, school bags

The Archives will index, organise and house the material in the most appropriate way. Every effort will be made to acquire relevant information concerning the item at the time of its acceptance.

Adopted by College Council: 29 April 2003

Amended and updated; approved by Head of Compliance & Human Resources: 30 May 2019

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