



ARCHIVES POLICY

Purpose

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

It is a repository for authentic documentation of the College's activities. It honours this purpose by retaining minutes and records of the College Council and its associated committees, student records and other selected materials.

The Archives also seeks out material that exemplifies the social and/or cultural history of the College. It aims to preserve memories of school life and school activities.

The Archives maintains the non-current records, memorabilia and artefacts in a stable and secure environment and takes all reasonable care to prevent their loss or damage by neglect or mismanagement.

The Archives is available for research or study by students and staff of the College and by members of the general public involved in school history or the like.

Administration of the Archives

The person charged with the operation of the Archives is responsible to the Director of Research and Library Services, who in turn reports to the Principal.

The duties of the Archivist include maintenance and review of policies and procedures; administration of access to archival records; provision of finding aids and guides; responsibility for the acquisition, appraisal, accession, arrangement and description of archival records; provision of a secure environment for the material held and for their long-term conservation. The Archivist utilises the holdings to teach to and share with the history of the College and its stories amongst the College community and beyond.

Young women
of integrity
and purpose

T (+61 2) 9704 5666

www.plc.nsw.edu.au

F (+61 2) 9744 0519

ABN 62 778 320 798

E enquiries@plc.nsw.edu.au

Meta Street Croydon NSW 2132

CRICOS Provider Code: 02280D

Teachers, administrative staff and students of the College are encouraged to understand, use and contribute to the Archives. The success of the Archives depends in part on the active cooperation and participation of staff and students to ensure that appropriate items are preserved.

Major archival activities

Acquisition

Most of the material held by the Archives is acquired through in-house transfer and normal distribution methods. Some material, however, is acquired through donation or, if necessary, by purchase.

Arrangement and Description

The way in which the archival records are physically arranged and how they are described is according to archival principles and with a view to making them readily available and understood by researchers.

Conservation

All other archival activities are negated if the records are not properly preserved. Correct techniques, proper facilities and environment must be provided to prolong the life of the materials held in the Archives.

Access

Materials held by the Archives are available to College staff, students and members of the general public, by prior arrangement. Some items may be restricted.

Outreach activities

The Archives promotes awareness of its holdings both within the College and in the wider community. Such activities might include displays at College functions, a presence on the College's website, formal and informal talks to students and/or ex-student groups.

Adopted by College Council: 29 April 2003

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

Archives Policies\Archives Policy