



THE UNIVERSITY OF
SYDNEY

Sydney University Museums

COLLECTIONS GUIDELINES

SECTION 8: ACCESS AND USE

Macleay Museum
Nicholson Museum
University Art Gallery

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SECTION 8: ACCESS AND USE

8.1 Overview

8.1.1 Definition

Access to museum collections may be defined as the various ways in which collections and associated data are made available to museum audiences and stakeholders in order to achieve the objectives of the museum as set out in its mission. Means of access include exhibitions, research and education activities, internet access, loans and response to public enquiries.

Museums have a particular responsibility for making collections and associated documentation available as freely as possible, while having regard to constraints that may arise from preservation, legal or ethical concerns.

8.1.2 Purpose

Sydney University Museums (SUM) recognises that its collections exist to advance the teaching, learning, research, and community engagement goals of the University. These goals are achievable only if objects and specimens are made available for research, education, and exhibition. At the same time, SUM holds collections in the public trust, and their use must be monitored carefully so as to protect them from misuse, and to maximise their future usefulness. The purpose of these guidelines is to establish a system whereby SUM is able to make its collections as widely available as possible to the University's students, staff and wider communities, within conservation, resource, and other appropriate limitations.

8.1.3 Objectives

The objectives of these guidelines are to enable Sydney University Museums to:

- Standardise its collections access and use provisions and align them with professional best practices, as outlined by ICOM and Museums Australia.
- Address the expectations and needs of collection audiences by providing tailored access where possible and appropriate.
- Balance access to collections and associated documentation with their long-term safety.
- A related objective is to enable SUM to align its own exhibition and educational activities with the National Standards for Australian Museums and Galleries, which state that:
 - The museum selects significant collection areas, stories or themes to highlight, based on what is most relevant to its purpose and audiences. (Standard B2.1)
 - The museum's exhibitions, activities and events are based on sound research and current museological practices. (Standard B2.2)
 - The museum's exhibitions, activities and events actively encourage lifelong learning. (Standard B2.3)
 - The museum makes its collection accessible in digital formats and in online environments, as resources permit. (Standard C1.5)

8.1.4 Scope

This guidelines section focuses on the access to and use of the permanent, custody, and education collections, as well as associated documentation. It should be read in close conjunction with section 5.0 Collections Care and section 7.0 Loans.

Collections-related property such as unaccessioned assets and the reference library fall outside the scope of these guidelines, as does access to the University of Sydney Union (USU) collection and collections belonging to other University departments.

8.2 Principles

- SUM collections are developed, managed, and conserved for use in research, exhibits, and education programs for public and academic audiences. To ensure these collections will be available for use in the future, utilisation will be balanced with current preservation standards and practices.
- In accordance with its mission, SUM will encourage access to its collections for purposes consistent with the SUM mission and the overall goals of the University.
- Access to collections will include access to objects and specimens, as well as associated data and images.
- SUM aims to evaluate the needs of its collection audiences and where appropriate provide services tailored to different categories of user, such as researchers, teachers and students, community stakeholders, and the general public.
- SUM will endeavour as far as possible to provide collection access in accordance with the University's commitment to equal opportunity, and its specific policy on Discrimination Prevention (2000).
- In providing access to its collections SUM will act in accordance with the ICOM Code of Ethics and the Museums Australia Code of Ethics.
- In providing access to its collections SUM will uphold its legal and ethical responsibilities to protect intellectual property and moral rights, as specified in the Australian Copyright Act 1968 (amended 2005), the NAVA Code of Practice for the Australian Visual Arts and Craft Sector (2004), and the Australian Copyright Council guidelines (2005).
- Practices for providing access to Indigenous Australian collections and associated information will adhere to the national Museums Australia Indigenous heritage policy, Continuous Cultures, Ongoing Responsibilities (2005), the Aboriginal and Torres Strait Islander Protocols for Libraries, Archives and Information Services (1995), and the University's repatriation policy, Policy and Procedures Concerning the Management of Aboriginal and Torres Strait Islander Ancestral Remains and Culturally Significant Items (1996).
- SUM expects that all researchers who make use of collections will adhere to any legal or ethical restrictions on research imposed by SUM or the University, and that they will operate in accordance with the established legal, ethical and academic practices of the field in which they are working.
- Access to or use of the collections will be free in most circumstances. SUM, however, will be required to recover costs for requests that have undue impact on museum resources, or for special exhibitions or programs. SUM will charge for images usage, and also reserves the right to charge a fee for projects with commercial purposes.

8.3 Information Access

8.3.1 Audience

Access to information contained in collection documentation will be available to the public, with the exception of the restrictions outlined in section 8.3.5 below.

In addition to the information made available to the public through publications and exhibitions, SUM will make collection information available to online audiences, and respond to public enquiries and image requests.

8.3.2 Public Enquiries

Written, and/or photographic information on specific objects, specimens, or collections will be made available to the public upon written request, within the following provisions:

- Public access to information held in SUM collection records will be governed by the standards of the University Archives and Records Management Services (ARMS), which ensure University compliance with freedom of information and privacy legislation.
- SUM will endeavour to answer all requests for information about the collections in a timely manner.
- These guidelines shall not be interpreted so as to impose upon SUM a duty to locate and provide detailed information not readily available through its collection management system, other current records, or the resources readily available onsite.

8.3.3 Image Requests

Use of authorised collection images for research, exhibit, publication, programming, and publicity serves to share SUM collections more widely. Images will be made available upon written request, within the following provisions:

- Collection images should not be used in any situation that is without value or merit or which compromises the integrity of SUM.
- The relevant Senior Curator will be responsible for determining whether and how an image of a collection item may be used. Such decisions must be made with due concern for appropriateness of use, security of information, quality of reproduction, and any applicable considerations regarding copyright or moral rights.
- Images may generally be used mainly for research, exhibition, and educational purposes. Requests for use as part of family history research, for use in publication or for commercial purposes will be approved on a case-by-case basis after consideration of the nature of the intended use.
- Written permission in the form of a signed Rights and Reproductions Agreement must be obtained from SUM to use reproductions in any publication or product.
- SUM will only grant reproduction permission for materials in which it is the copyright holder or for which there are no restrictions in terms of intellectual property rights. When copyright is not held by SUM, requesters will be required to seek permission from the copyright holder directly.

- An image usage and reproduction fees will be charged in order to compensate SUM for its cost in processing the request.

8.3.4 Online Access

Digital technology and the network capabilities of the Internet expand the possibilities for the presentation of information about SUM collections. SUM aims to expand audience access to the collections and associated research via the Internet within the following provisions:

- SUM will explore opportunities as resources permit to digitise collection records and information about significant collections in order to make them available online.
- Legal and ethical requirements will be addressed as part of any SUM collection digitisation program, including adherence to laws regulating privacy, copyright, intellectual property, moral rights, and culture-specific sensitivities.
- Digitised material will be accompanied by sufficient information to allow for continuing access, future re-use and ongoing preservation. Accompanying information may include acknowledgements, captioning, metadata, and permissions or restrictions associated with rights management.
- Digitisation procedures will be designed to minimise the risk of damage to collection items or associated documentation.
- SUM will develop strategies to ensure that digitised material is protected from unauthorised duplication and distribution.
- Digitised material will be presented to online audiences in ways that account for different abilities, requirements, and technology access.

8.3.5 Restrictions

SUM will have the discretion to refuse to supply information that would constitute an invasion of the personal privacy to parties associated with the collection, or in any way endanger the safety of the collections. Confidential or sensitive information will be released only in line with University Policy and with approval of the SUM Director, and may include:

- Names of donors and lenders who wish to remain anonymous.
- Personal or contact information for all donors, former owners, and lenders.
- Storage locations of collection material.
- Individual collection values.
- Transport schedules for collection material.
- Information about culturally sensitive objects that has been restricted in consultation with traditional owners, custodians or source communities.

8.3.6 Accountability

Staff will be accountable for facilitating, tracking, and controlling informational access to the collections.

8.4 Physical Access

8.4.1 Audience

Physical access to the collections will be permitted for bona fide research, educational, or traditional cultural purposes. Enquirers will be regarded as bona fide unless there is reason to believe that there is an intention to contravene the law or codes of ethics by which SUM manages its collections.

Members of the public and the press shall not normally be permitted in collection storage areas.

8.4.2 Permission

SUM will endeavour to facilitate reasonable access to exhibited or stored collections, and will regulate physical access using the following guidelines:

- Enquirers requesting physical access to collections must do so in writing and include a reason for requiring access and details of the specific items required for inspection. Students must provide a supporting letter of reference from a faculty supervisor, who will then be responsible for the student.
- Requests to use SUM objects in traditional cultural contexts will be considered on a case-by-case basis.
- Senior Curators will determine what constitutes reasonable access, taking into consideration the nature of the request, the potential risks to objects, the demands on staff time, and the museum resources involved in fulfilling the request.

8.4.3 Controlled and Supervised Access

SUM will maintain controlled, supervised access to the collections using the following guidelines:

- No visitor will be allowed into any of the collection storage areas unsupervised. Visitors, researchers, and students who require access to collection materials shall be accompanied at all times by staff.
- Visitors who need to handle objects and specimens will be advised on how to do so carefully and safely.
- Wherever possible, SUM will make available a secure work area separate from the collection storage areas where visitors will have access only to the objects or specimens requested.
- Tours of collection storage areas will be accompanied by SUM staff members on a ratio of at least one (1) staff member for each ten (10) visitors.

8.4.4 Restrictions

Physical access to the collections will be permitted, subject to the following restrictions:

- Access must not compromise collections' physical integrity, nor violate any associated ethical or confidentiality considerations, nor unduly interfere with the normal operations of SUM.
- Special attention will be given to controlling access to fragile, valuable, or culturally sensitive material.

- Collection items containing hazardous substances must be handled in accordance with the University's OH&S policy.
- Collections items that are categorised as prohibitive weapons must be accessed in line with the NSW Government's Weapons Prohibition Act 1998
- Access to and use of all human biological material in SUM collections will take into the ongoing feelings of the community of origin of such material.
- Sensitive ethical issues will be considered in providing access to Indigenous Australian ancestral remains and secret/sacred objects. Access to such material will be subject to approval of an appropriate Indigenous community representative, consistent with the University's repatriation policy, *Policy and Procedures Concerning the Management of Aboriginal and Torres Strait Islander Ancestral Remains and Culturally Significant Items* (1996).
- Permission to sketch or take reference photos of collection material or storage areas must be sought in advance.

8.4.5 Accountability

Staff will be accountable for facilitating, tracking, and controlling physical access to the collections.

8.5 Research

8.5.1 Audience

Collections research at SUM is vital to the educational and research mission of the University. Legitimate research may be for scholarship, exhibition, education, or other interpretive purpose, or to support cultural traditions.

Interpretive research and scholarly activity may be conducted by members of the SUM staff, University faculty and students, as well as bona fide external researchers.

8.5.2 General Guidelines

SUM supports and encourages collections research and will endeavour to facilitate supervised access to its collection and associated data in every way consistent with their security and safety. Access for research will be guided by the following provisions:

- Requests for research access to collections will be granted at the discretion of the relevant Senior Curator.
- Access to collections for research purposes will be controlled by a research design.
- SUM recognises that collection interpretation and research will benefit from the involvement of source communities, who may improve or add to information about relevant material in the collections. SUM will support efforts to involve source communities in collections research and will ensure that research involving Australian Indigenous collections complies with the Australian Institute of Aboriginal and Torres Strait Islander Studies *Guidelines for Ethical Research in Indigenous Studies* (2000).

- Intellectual property created by University staff, students, or external researchers will be subject to the University's Intellectual Property Rule (2002), as referred to in the University's Code of Conduct.
- SUM must be credited in all publications and interpretive material resulting from research of its collections. SUM will request two (2) copies of any publication for addition to the permanent record of the collection item.
- Research projects of sufficient scope to impact SUM resources or staff time will be subject to a written contract agreement between SUM and the researcher(s) that specifies the scope and timeframe of the project, as well as the level of collection access granted, level of staff time allocated, intellectual property rights, and any compensation arrangements.

8.5.3 Destructive Analysis

This relates to all permanent collection except Macleay Museum's entomology collection.

Research access to collections may involve requests to carry out destructive analysis. Such analysis will only be available to samples already separated from a permanent collection item, or easily accessible without invasion of destruction to the integrity of the object.

- Requests to use destructive analytical techniques will require submission of a research proposal that includes a detailed justification for the necessity of this type of analysis. Requests will be evaluated on the scientific value of the analysis and an assessment of the impact of the analysis on the integrity of the object or specimen.
- Requests for destructive analysis will be considered on a case-by-case basis and permitted only with the written recommendation of the relevant Senior Curator and the approval of the SUM Director.
- Destructive analysis of entomology collection items are only available within guidelines and only for non-type material.

8.5.4 Internal Research

Collections documentation and interpretation, and the publication of research findings are a primary function of SUM. Such activity will be given highest priority by its curatorial staff, who will operate within the following guidelines:

- Collections research by museum staff will relate to SUM's mission and support the identified priorities outlined in the individual collection development plans (referred to in section 2.4 Collecting Priorities).
- In relevant activities relating to collections and exhibition research, SUM staff members will act in accordance with the University of Sydney Research Office established guidelines on animal and human research ethics.
- Collections research conducted by SUM staff while executing their employee responsibilities will be considered the intellectual property of the University. Exceptions intended to insure academic freedom and scholarly opportunities are delineated in the University's Intellectual Property Rule (2002), as referred to in the University's Code of Conduct.

8.5.5 Restrictions

The SUM Director will reserve the right to suspend, modify, or terminate the research or scholarly activities of SUM staff, University staff, or external researchers. Adequate cause for such action includes but is not limited to the following:

- Demonstrated evidence of professional incompetence, supported by documentation.
- Continuing or repeated substantial neglect of professional responsibilities.
- Professionally unacceptable activity in the conduct of scholarly work (eg plagiarism, research fraud).
- Endangerment of collections material beyond professionally acceptable limits.
- Creating a health or safety hazard for SUM staff, volunteers, or visitors.

8.5.6 Accountability

Curatorial staff will be accountable for facilitating, tracking, and documenting collections research in their respective collection areas.

8.6 Exhibition

8.6.1 Audience

An exhibition is the process of presenting one or more objects or specimens with accompanying interpretive and educational materials for the purpose of informing, inspiring, and enlightening a defined audience.

SUM recognises that exhibitions are the most frequent use for objects and specimens from its collection, as well as the most tangible way in which most of its audiences access the collections and associated research.

Through the exhibitions program, SUM aims to retain its core audience, encourage repeat visits, and build new audiences.

8.6.2 General Guidelines

SUM aims to make its collections and associated research accessible through the presentation of a balanced, coordinated exhibition program guided by the following provisions:

- The exhibition program will consist of well-researched and interpreted exhibitions that relate to the SUM mission, promote innovative approaches to their subjects, and address the learning needs of diverse audiences.
- The exhibition program will combine long-term displays with regularly rotating shorter-term exhibitions.
- Exhibitions developed from SUM collections will be augmented by loans from institutions and individuals, collaborative projects with contemporary artists and other practitioners, and travelling exhibitions.
- The program may coordinate exhibitions thematically across the three museums and consider opportunities for exhibition programming as part of University activities or city / state / national events.

- The program will take advantage of the diverse curatorial skills on staff, as well as invite collaboration with community, research, and institutional partners.
- SUM will endeavour to share its research and scholarship with its audiences through production of published material to accompany exhibitions (brochures, catalogues and web-based material). These will enhance audience access and provide a permanent record of the exhibition and associated research investment.
- Appropriate formal and informal educational programs and resources will be developed to support individual exhibitions. See section 8.7 Education and Public Programs.
- SUM exhibitions will not endanger the health and safety of staff, volunteers, or visitors.

8.6.3 Interpretation

Interpretation refers to the many ways in which an exhibition conveys information about the objects and specimens on display to the visitor, including design, thematic structure, text and supporting educational material. The interpretation strategy for each exhibition will be appropriate for the tone, meaning, and target audience of each exhibition, but will be guided by the following:

- SUM will select exhibition themes based on merit and scholarship.
- Exhibitions will reflect SUM research of significant stories, themes and collection areas, from the past and present, and from a range of perspectives.
- SUM will ensure that information in its exhibitions is clear, honest, objective, accurate, non-discriminatory, and reflective of differing points of view and any uncertainty about facts.
- Presentation of information will align with the spirit of the University's Code of Conduct
- All information and interpretation presented in SUM exhibitions will be well researched and appropriately acknowledged (including sources, references, and copyright).
- Objects and specimens on public display will be labelled with at least the following minimum of information: title, maker, origin, , date, and registration number.
- Labels will make clear to visitors that replicas, reproductions and props used in display are not original objects.
- SUM will ensure that interpretation of objects on display shows respect to the wishes of the ethnic group(s) from which that object originates, and sensitivity to any religious or cultural restrictions that may apply.

8.6.4 Design

Design of exhibitions includes the selection of collection material, the overall layout, and the communication of themes through the presentation of collections, images and text.

- Exhibitions will be well designed and enhance the accessibility and clarity of information developed for visitors. Text will be clear, well organised and concise.
- Objects and specimens on display will be arranged to convey significant collection areas, themes, stories, and ideas.
- No object or specimen will be placed on display if, in the opinion of the Conservator or relevant Senior Curator, the condition of that item would be seriously impaired. Similarly, material may be removed from display upon the recommendation of the Conservator or relevant Senior Curator.
- The design, materials, and equipment used in exhibitions will place the highest priority on the preservation of objects and specimens.
- Exhibitions will be designed with consideration toward the requirements of the SUM integrated pest management program.
- Exhibition of art works will respect the installation requirements of artists whose work is on display.

8.6.5 Organisation

The exhibition program will be organised through the following planning processes:

- The SUM exhibition schedule will be established no less than twelve (12) months in advance to accommodate the scheduling of staff resources, loan requirements, and the coordination of three rotating galleries.
- Exhibition proposals will be the formal mechanism through which new exhibition ideas are put forth and selected. Proposals will specify: project description, objectives, relevance to SUM mission, collection list, loan requirements, project personnel and partners, space requirements, timeframe, budget, promotion strategy, and evaluation plan.
- Formal agreements for inward loans will be undertaken in a timely manner, as detailed in section 7.0 Loans.

8.6.6 Accountability

Curatorial and collections staff will cooperate closely to implement the SUM exhibitions program. Staff will be accountable for the following general duties:

- The Senior Curators, with assistance from curatorial staff, will be responsible for originating exhibitions in their respective galleries and producing them within time and budgetary constraints.
- The Exhibitions Officer and Senior Curators will coordinate closely with the Collections Manager will be accountable for maintaining the overall exhibition schedule, ensuring that it is resourced and well-coordinated
- The Exhibitions Officer, with the support of the Collections Manager and curatorial staff, will be responsible for the management and installation of all exhibits.

- The Collections Manager, in consultation with the relevant curatorial and collections staff, will be responsible for monitoring the care, preservation, and security of material on exhibit, whether on inward loan or from SUM collections.
- The Manager of Education and Public Programs with the support of the curatorial staff and the exhibition officer is responsible for supporting public and educational programs.
- The SUM Director will have final approval of the exhibition schedule, related public programs, and budgets.

8.7 Education and Public Programs

8.7.1 Audience

As part of the University, SUM has teaching and learning at the heart of its work and recognises that its collection affords a unique opportunity for students and visitors of all ages to study original objects and specimens.

SUM will facilitate reasonable requests for supervised access to collection material for use in the University's undergraduate and graduate curricula.

As part of its community engagement goals, SUM will offer a wide range of effective and enjoyable educational and public programs that engage, inspire, and interest visitors with a diverse range of backgrounds and abilities.

8.7.2 General Guidelines

SUM education and public programs aim to promote SUM collections and provide gallery and classroom based learning opportunities that are tailored for specific audiences and needs. They will conform to the following provisions:

- Education and public programs will encompass all collection areas (antiquities, art, ethnography, history and natural history), reference material on display, and use the education collection as appropriate.
- Education and public programs will relate to SUM's mission and support the identified themes and priorities outlined in the individual collection development plans (referred to in section 2.4 Collecting Priorities).
- SUM education activities will support the New South Wales school curriculum with appropriate programs for Kindergarten to Year 12 school students. Collaborations will be sought with other University departments to develop collection-based learning opportunities for tertiary students.
- Public programs will aim to encourage wider audience access to SUM collections and associated learning opportunities. A variety of methods will be used to present stories, exhibition themes, and the collection. Diverse audiences will be given opportunities to respond and get involved.
- SUM education and public programs will be developed and implemented through collaboration and consultation with collection stakeholders, including source communities, artists, donors, and researchers. Evaluation with visitors from a diverse range of backgrounds and abilities will be used to improve programs and inform future planning.

- Education and public programs will be conducted by staff whom are experienced practitioners in their respective fields, and trained to assist audiences in developing their skills of analysis and interpretation.
- SUM will create an environment that supports learning and access for all visitors, removing barriers to physical, intellectual, sensory, economic and cultural access to the collections.

8.7.3 Education Collection

The Education Collection (as defined in section 1.4.4) is used to support SUM teaching functions through its hands-on education and public programs, and will conform to the following provisions:

- The Education Collection is largely comprised of duplicate or unprovenanced material deaccessioned from the permanent collections, or items of lower significance. Considered 'consumable' by virtue of its use, its standard of care is intended to prolong its functional life. Items in the education collection will be clearly identified in a separate register.
- No loan material will be used for hands-on teaching purposes unless specifically loaned for that purpose.

8.7.4 Accountability

The Manager of Education and Public Programs, in cooperation with the relevant Senior Curator, is accountable for coordinating and implementing the education and public programs.

The Education Collection will be maintained by the Manager of Education and Public Programs, in consultation with the relevant Senior Curator and the Collections Manager.

8.8 Photography, Filming, Sketching

8.8.1 Public Photography

Photography of collections on display in public galleries will be allowed under the following circumstances:

- Members of the public may photograph SUM collections on display for non-commercial private purposes only. Visitors who wish to take photographs for educational purposes or other special uses must obtain permission.
- Photographs may be taken using available light the galleries. The use of flashes, extra lighting, tripods or their equivalents, will not be permitted. Display cases will not be opened or objects handled.
- Restriction on photography will be indicated by signage, for example in the case of copyright or loan contract agreements.

8.8.2 Professional Photography and Filming

Photography or filming of collections by professional photographers or media representatives will be allowed under the following circumstances:

- Permission must be obtained to professionally photograph or film in the galleries.

- Flash photography, tripods and video cameras will be allowed only through special arrangement.
- Installation views of the galleries will be permitted. SUM will provide authorised images of individual objects or specimens if needed for publicity purposes.
- Requests to temporarily close galleries to the public during photography or filming will be evaluated on a case-by-case basis. Access to emergency exits must remain open at all times.
- An SUM staff member must be present during professional photography or filming. Collection items may be handled only by SUM staff.
- Fees for special photography or filming may be set on a case-by-case basis, taking into account staff time and the nature of the photography.

8.8.3 Sketching

Sketching of collections will be allowed under the following circumstances:

- Visitors, artists, or researchers who wish to sketch individual items for educational purposes or other special uses must obtain permission.
- No equipment, including drawing horses, may be left unattended at any time.
- Additional restrictions may be placed on materials on loan, or sensitive items.

8.8.4 Accountability

Curatorial staff will be accountable for facilitating and tracking photography, filming, and sketching requests and permissions:

- Permission must be obtained for publishing, professional reproduction or any other commercial use. Refer to section 8.3.2 for information about providing access to SUM authorised collection images.
- SUM staff will be mindful of the legal and moral rights of original makers of collection material in assessing requests for permission to sketch, photograph or film.

8.9 Implementation

8.9.1 Responsibilities

All staff will cooperate closely to provide appropriate access to SUM collections and associated information. Accountability for specific types of access is referenced in individual sections above. In general:

- The SUM Director is responsible for ensuring that the SUM collections access program meets the highest ethical and professional standards. Final approval of costs associated with providing collection access is by the authority of the SUM Director.
- Senior Curators will approve, facilitate, monitor, and document all access and use of collections within their areas of responsibility, in consultation where necessary with the collections management and education program staff.

- All senior staff will be responsible for training collections management and curatorial staff in activities pertaining to collections use and access.

8.9.2 Documentation

Complete records must be kept regarding the use of and access to SUM collections in order to maintain collection documentation, meet University reporting requirements, track fees charged for certain services, and continually improve museum operations. Documentation of collection use and access activity will proceed in accordance with the University's Recordkeeping Policy and the SPECTRUM Documentation Standard.

8.9.3 Reporting

In accordance with University formal reporting requirements, SUM reports on its collection access and use activities to:

- Office of the Provost on a regular basis regarding statistics on visitation, teaching use of collections, research enquiries, internship and other student participation, loan activity, and new acquisitions.

8.9.4 Review

The SUM Collections Access and Use guidelines will be reviewed every five years.

8.10 Related Documentation

8.10.1 University References

Archives and Record Management Services. (2000). University Recordkeeping Policy. Sydney: University of Sydney.

Human Resources Department. (2008). Code of Conduct. Sydney: University of Sydney.

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8.10.2 External References

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