

## **4.0 ACCESS POLICY**

### **4.1 PURPOSE**

This document is designed to articulate the access policy of the *Mount Saint Vincent University Archives*, to outline its principles and goals.

### **4.2 PRINCIPLES**

1. archival holdings will be open for access by the public who have registered under the provisions of Appendix A unless:
  - the records have not yet been processed
  - the donor and the Archives have agreed upon restrictions
  - restrictions have been imposed as a result of legislation
  - the records are in fragile condition that precludes use
  
1. donor-imposed restrictions will be set for the shortest possible time period in order that all records that are preserved be opened to public use in a timely manner
  
2. the holdings of the Archives are non-circulating and may be consulted only through on-site visits to the Archives
  
3. at the heart of this policy is a recognition of the need to reconcile equality of access, the right of inquiry, and the rights of privacy and confidentiality. Therefore all requests for access will be assessed to ensure that they are in conformity with Freedom of Information and Protection of Privacy (FOIPOP) legislation and Copyright legislation

### **4.3 GOALS**

In order to implement its access policy, the *Mount Saint Vincent University Archives* has set the following goals:

1. The Archives will endeavor to compile finding aids or other descriptive tools in order to facilitate the fullest possible access to and use of its holdings, including aids to access

in electronic format.

2. The Archives will help researchers find the records they need through an Archivist who is helpful, polite and appropriately trained.
3. The Archives will endeavor to ensure continuing physical access to records through diligent regard to environmental conditions and proper handling procedures.

See Appendix B for MSVU Archives Handling Rules.

4. The Archives will maintain systems and procedures that prevent loss of archival material through improper handling, negligence or theft.

#### **4.4 STANDARDS RELATIVE TO ACCESS**

The Archives is guided in providing access to its holdings by the following legislation and professional standards:

- Province of Nova Scotia. *Freedom of Information and Protection of Privacy Act*
- Government of Canada. *Copyright Act*
- Canadian Council of Archives. *Basic Conservation of Archival Materials: A Guide*
- Association of Canadian Archivists. *A Code of Ethics for Archivists in Canada*
- Canadian Council of Archives. *The Rules for Archival Description*

#### **4.5 POLICIES RELATIVE TO ACCESS**

Archival materials must be consulted in the Archives or Library only and are never loaned.

Requests for photocopying will be considered on a case-by-case basis and will be authorized if in compliance with FOIPOP and Copyright Act legislation, if there are no donor

restrictions on the records, and if the records are physically able to withstand copying. Researchers must assume responsibility for questions of copyright that may arise in the provision or use of reproductions.

Photocopying by researchers is prohibited. Permission to photocopy rests with the Archivist or University Librarian. The Archivist or her designate will fill requests for photocopies. Fees will be charged for copying.

*See Appendix A for Archives access rules and form used to track Archives users.*

### **Storage**

Archival holdings will be stored in the areas allotted to the Archives by the Library and the University.

The public will not be permitted into the storage or processing areas unless specifically authorized by the Archivist.

*See Appendix A for Archives access rules.*

### **Security**

The Archives' storage, work and research areas will have appropriate security measures to protect the collection from theft and vandalism.

Keys to the Reading Room and the Archives' storage areas will be issued to the Archivist and the University Librarian only. Any other use of the key must be authorized and documented.