Collections Policy (MPF1309)

1. Objective

The objective of this policy is to articulate a framework for developing and managing collections.

2. Scope

This policy applies to collections owned and managed by the University.

3. Authority

This policy is made under the *University of Melbourne Act 2009 (Vic)* and the Vice-Chancellor Regulations.

4. Policy

4.1. The University develops and manages collections of scholarly information and cultural assets to protect and maintain their value and strategic importance.

4.2. An accountable custodian must be appointed to manage each collection to support University strategies.

4.3. Authorised users are easily able to discover and use the collections in accord with the University's mission and objectives.

4.4. The University manages collections according to clear ethical, quality assurance, security, preservation and disposal regimes.

5. Procedural Principles

Access to collections

5.1 The collection custodian defines rules governing access to collections and ensures digital content is delivered in accordance with relevant licence agreements.

University Archives

5.2 The Archives selects and preserves records of enduring value as evidence of University business. Once acquired by the Archives, these business records are considered part of the Archives collection but remain public records and subject to requirements of the Records Management Policy.

5.3 The Archives does not collect all records. It assesses all material offered against the Archives collection management plan and relevant records disposal schedule.

5.4 The Archives selects, acquires and preserves records of individuals and organisations with a connection with the University or records that support research or teaching in a relevant field.

5.5 Archives transferred to the University become University property, except for loans entered into by agreement at the discretion of the University.

6. Roles and Responsibilities

Role/Decision/Action	Responsibility	Conditions and Limitations
Collection custodian accountable for: - management and development of collections in the University held by Academic Division or University departments other than the Library - defining enduring value of collections in the University held by Academic Divisions or University departments other than the Library	Head of Academic Division (Dean)	Custodian may nominate a collection manager to be responsible for operational management of the collection.
Collection custodian accountable for: - management and development of collections held by the University Library - defining enduring value of collections held by the University Library	Director, Research and Collections	Custodian may nominate a collection manager to be responsible for operational management of the collection.
Collection custodian accountable for: - management and development of collections managed by the Ian Potter Museum of Art - defining enduring value of collections managed by the Ian Potter Museum of Art	Director, Ian Potter Museum of Art	With advice from the Ian Potter Museum of Art Board. Custodian may nominate a collection manager to be responsible for operational management of the collection.
Publish and frequently update the official list of all scholarly collections held by the University	University Librarian and Executive Director, Collections	

7. Definitions

Collections means outputs such as research outputs, library collections and cultural collections including art, archival and museum collections.

POLICY APPROVER

Vice-Chancellor.

POLICY STEWARD

University Librarian and Executive Director Collections.

REVIEW

This policy is to be reviewed by 17 February 2021.

VERSION HISTORY

Version	Authorised by	Approval Date	Effective Date	Sections modified
1	Vice-Chancellor	17 Feb 2016	21 July 2016	New policy arising from the Policy Consolidation Project (incorporates

				former University Archives Policy MPF1112).