



THE RETURNED & SERVICES LEAGUE OF AUSTRALIA WA BRANCH INCORPORATED

PATRON: THE GOVERNOR OF WESTERN AUSTRALIA
HIS EXCELLENCY DR KENNETH MICHAEL AC

Access Policy

This Policy is to clarify conditions of access to the Archive Collection.

1 Purpose and Nature

- 1.1 The WA State Branch was formed in 1916 and has, since that time, been proactive in attending to the welfare needs of all ex-service and serving personnel with a particular focus on those in need or necessitous circumstances. The Administrative Records of the RSL, such as minute books, membership records and sub-branch records, detail the work of the RSL in fulfilling its mission of providing for and lobbying for the needs of all ex-service and serving personnel. The collection also accepts donations relating to theatres of conflict and peacekeeping operations recognised by the RSL Constitution such as correspondence, diaries, photo's, memorabilia and medals. The purpose of the collection is to preserve and make available archival material generated by and donated to the WA Branch of the RSL and throughout the sub-branches of WA. The collection commemorates the achievement and sacrifice of Australian Veterans both here and abroad in the theatre of war, peacekeeping operations and services to the Country.
- 1.2 The collection is housed in ANZAC House and sub-branches throughout WA. All requests for access need to come through ANZAC House.
- 1.3 Records within the archive collection will be available through the database to researchers, and will be retrieved on request.
- 1.4 The Archive collection contains personal information about members and access will be restricted in adhering to the Privacy Act 1988.
- 1.5 The collection is preserved for the use of its members and researchers.
- 1.6 Researchers will be provided with a space to work in the Victoria Cross Library and Archive and will have access to a computer for searching the collection and accessing sites for approved collection agencies as specified in the Victoria Cross Library and Archive Collection Policy.

2. Access to Research Material

- 2.1 Access to the collection for research will need to be accompanied by an 'Application for Reader's Ticket' which is included in Appendix A. A research group will only need to complete one application.
- 2.2 Access to the collection for an extended period of time will need to be approved by the CEO.



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- 2.3 The Archivist is responsible for handing out material to researchers.
- 2.4 A fee will be charged for research carried out by the Archivist.
- 2.5 The Victoria Cross Archive and Library will be open on Thursday from 10-2 or by appointment.

3. Charges Relating to the Access of Records

- 3.1 Charges for printing and copying will be determined according to volume at the discretion of the Archivist.
- 3.2 Charges for research carried out by the Archivist will be set by the CEO in consultation with the Archivist.
- 3.3 Rules to be observed by researchers wishing to use the Archival records belonging to the WA Branch of the RSL, researchers will be supervised.
- 3.4 An 'Application for Researcher Ticket' needs to be completed.
- 3.5 Full reference details of records accessed should be kept by the researcher.

4. Rules to be observed by researchers using the Archival records

- 4.1 Pencils only may be used to take notes from the records.
- 4.2 Eating, drinking and smoking are prohibited.
- 4.3 Researchers may use no more than one file at a time.
- 4.4 Care must be taken to ensure the order of papers loose in folders is maintained. Where papers are fastened together in any way, the fastening must not be interfered with.
- 4.5 Original documents must always be handled with the greatest care and respect. Readers must avoid placing their hands, arms and writing materials on the documents.
- 4.6 No marks of any kind may be made on the documents.
- 4.7 Upon request the Archivist may copy documents for a researcher. Pricing is to be determined at the time.
- 4.8 Only the Archivist, or persons approved may enter the archives storage area and open or remove boxes or other items from the shelves.



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APPLICATION FOR RESEARCHERS TICKET

Before completing the application form, please read **Rules for Research**

Surname _____

First name _____

Address _____

Email address _____

Telephone number _____ (mobile) _____ (other)

Purpose of Research _____

How long do you require a reader's ticket? _____

DECLARATION BY APPLICANT

I have read the Rules for Readers and agree to abide by them

Signature _____ Date _____

FOR STAFF USE ONLY

Issued by _____ Date _____ ID Checked?