**FIRST NATIONS MEDIA COMMUNITY ARCHIVES**

**ARCHIVE ACCESS POLICY TEMPLATE**

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# Archive Access Policy

# TEMPLATE

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## 1 Purpose

The [ORGANISATION] Archive Access Policy is aimed at supporting staff, community members and other persons such as researchers understand the protocols and permissions for on-site access to the Archive.

## 2 Policy: General

2.1 Physical media masters and digital preservation masters may not be accessed by any users. Requests will be managed by a digitised copy being made if possible, or an access copy created. Turn around time will be a maximum of two weeks.

2.2 Local Aboriginal and Torres Strait Islander people may access the Archive as guided by Archive staff according to cultural protocols and on days and at times that are the normal operating hours for the Archive .

2.3 Local non-Indigenous community members need to request permission of the Archive Manager to access the Archive. Permission may be refused for any reason.

2.4 All other persons need to apply in writing or email for permission to access the Archive. At least two weeks notice is required.

## 3 Policy: Researchers

The Archive may choose to support research where that research adheres to the highest ethical and scholarly standards and meets the following six requirements:

1. Clear benefit to the work of <organisation name> and flow on benefits for the community(ies) represented in the Archive;
2. Compliance with the requirements of identified any First Nations partner organisations and Land Owners;
3. Compliance with the application and ethical clearance requirements of sponsoring institutions;
4. Adherence to legislative permit requirements of the relevant state or territory; and
5. Full recompense for <name of organisation> direct costs of participation in any supported research.
6. Researcher acceptance of the core principles for research in First Nations communities:

#### Principle 1 The rights of First Nations peoples in their knowledges, cultural expressions, and other forms of tangible and intangible heritage must be respected and recognised.

#### Principle 2 The rights of First Nations peoples to self-determination must be recognised.

#### Principle 3 Individual participation must be free and informed, treated respectfully and have confidentiality protected.

#### Principle 4 The rights of First Nations peoples to co-develop the research hypotheses and approach as relevant to their own communities must be respected.

#### Principle 5 Non-Indigenous researchers should recognise First Nations world views and First Nations situatedness within a settler society as the starting points for research.

#### Principle 6 First Nations people involved in research, or who may be affected by research, should benefit from, and not be disadvantaged by, the research project.

## 4 Implementation Responsibility

The Archive Manager is responsible for ensuring the implementation of this policy.

**ASSOCIATED POLICIES**

* Cultural Management Policy
* Media Donation Policy
* Staffing Policy

## Authorisation

<Signature of Board Chair>

<Signature of Manager>  
<Date of approval by the Board>  
<Name of Organisation>