

	12.02 Access to archival & historical material and/or staff, students or members of the College	Date of issue: July 2001
	Issued by: Manager, Research&Projects	Last reviewed: June 2007
	Endorsed by: The College	
Page: 1 of 2	Version: 2	Due for review: June 2009

Intent: • Archival and historical material is maintained in good order and condition.
• The privacy and confidentiality of staff, students and members is respected.

Policy statements

Researchers wishing to gain access to archival and historical material are required to contact the Honorary Archivist to determine conditions of access. Application is then made to the Board using the forms:

FM - Request for access to College Archives and
FM - Archival access conditions

These forms are found in share S:\\$ Templates & Forms and on the College website.

For access to staff, students and/or members for research purposes, application is made to the Board is made using the form:

FM - Access to Staff, Students or Members of the College (S:\\$ Templates & Forms) and on the College website.

Each application must be accompanied by the form:

FM - Research proposal information summary (S:\\$ Templates & Forms or website).

Upon successful application for access, the following conditions apply.

1. Archival and historical material

The Board approves access to archival and historical material following consideration of an application made in the appropriate format (refer *FM - Research proposal information summary*, *FM - Request for access to College Archives* and *FM - Archival access conditions*).

- 1.1 This is subject to the archival access conditions stated in P&P22.01 Management of the College's Archival Collection.
- 1.2 Guidelines for the conduct of research at The College of Nursing must also be followed (refer P&P 12.01 Guidelines for the conduct of research at the College).
- 1.3 Note: The historical collections and archives of the College are maintained on a purely

voluntary basis. A small fee may be charged for access to the archives in order to assist with the preservation of this important collection.

2. Access to staff, students and/or members of the College

The Board approves access following consideration of an application made in the appropriate format (refer *FM - Research proposal information summary* and *FM - Access to Staff, Students or Members of the College*) and subject to the following conditions:

- 2.1 Class time may not be used to conduct the research. However, where possible, arrangements will be made to provide access immediately prior to or following the completion of class.
- 2.2 Researchers are responsible for explaining their projects to staff, students or members and must inform subjects that participation in the research is NOT part of their course requirement. The College respects the right of any person to decline to participate in a research project.
- 2.3 Researchers are responsible for the administration of research instruments and collection of their own data unless otherwise agreed.
- 2.4 Adherence to the National Health and Medical Research Council *National Statement on Ethical Conduct in Human Research (2007)* is expected.¹
- 2.5 Guidelines for the conduct of research at The College of Nursing must be followed (refer P&P 12.01 Guidelines for the conduct of research at the College).

3. Access to data and/or information

The Board approves access following consideration of the application made in the appropriate format (refer *FM - Research proposal information summary*) and subject to the following condition:

- 3.1 Guidelines for the conduct of research at The College of Nursing are followed (refer P&P 12.01 Guidelines for the conduct of research at the College).

¹ National Health and Medical Research Council of Australia. *National Statement on Ethical Conduct in Human Research*, Australian Government; Canberra 2007. Available URL: <http://www.nhmrc.gov.au/ethics/human/ahec/guidelines/index> <accessed June 2007>