



## **INFORMATION SHEET: Government Loans of State Archives**

**Government Loans of State Archives** is a State Records Office (SRO) program that authorises a government organisation to have temporary custody of physical State archives held in the State Archives Collection. This information sheet outlines the conditions of the Government Loans program as identified in the SRO Loans of State Archives to Government Organisations Policy.

In accordance with section 51 of the *State Records Act 2000 (SR Act)*, which allows State archives access conditions to be set, the SRO prefers that access be provided digitally by making digital copies available to organisations. Digital copies are created via the SRO Digitisation-on-Request service, or via Digital Projects services for large-scale digitisation. Send questions about digitisation services and charges to [digitisation@sro.wa.gov.au](mailto:digitisation@sro.wa.gov.au)

### **Loan Terms:**

1. In accordance with section 50(3) of the *SR Act*, an organisation that had access to a State archive before it was transferred to the State archives collection is, on application to the Director, entitled to have access to it at any reasonable time.
2. Loans are approved by the Director State Records (or approved delegate) as an agreement between the requesting organisation and the SRO. Loaned State archives cannot be shared, handed over or loaned to any other government organisation or third party.
3. **Loans of archives will only be approved when digitisation through SRO's Digitisation services is not suitable**, or when time, distance and resources will impact timely access to information. When requesting a loan, the organisation needs to identify an exception, and explain why using SRO's Digitisation services is not suitable.
4. Loan requests will be automatically declined for State archives that are:
  - a. older than 75 years;
  - b. bound volumes/registers;
  - c. maps, plans or other similar large format records;
  - d. audio/visual material (including photographic prints or negatives);
  - e. fragile or damaged.

***Items not approved for a loan may be digitised (if in a suitable condition) or viewed and copied in the Reading Room at the State Library (Alexander Library Building).***

5. Loaned archives must be kept, controlled, and stored according to State Records Commission Standards and Principles for the keeping, access to and

management of State archives. The SRO needs risk assessment and mitigation strategies documenting the movement and handling of State archives by all organisations who will store and physically manage the State archives. If a loaned State archive sustains damage while in the custody of an organisation, and/or if there are concerns about the physical condition of the State archive, a report must be provided as soon as practicable to the SRO seeking further advice.

6. Where loaned archives are restricted access archives, it is important to take all care to ensure confidentiality is managed according to provisions in the *State Records Act 2000*.
7. The loan period is four weeks. Charges apply to each four-weekly loan period and overdue loans. Charges will be calculated and invoiced quarterly.
8. Organisations are discouraged from making copies of State archives while they are on loan and instead should use the SRO's Digitisation-on-Request or Digital Projects services. However, if organisations are approved to make copies of State archives while they are on loan the following applies:
  - a. All digital copies created must adhere to State Records Commission-approved standards for digitising archives.
  - b. The SRO appreciates being sent a copy of all the digital copies made along with any indexes and other finding aids created to help support and improve access to State archives for everyone in the future.
  - c. All due care must be taken to ensure digital copies are secure and protected. The organisation must also do their due diligence around copyright protection and compliance with the *Copyright Act 1968*.
9. The SRO expects loaned archives to be returned in the same condition as they left the SRO. Fixings such as staples and clips should not be removed without prior approval. Pages should remain in order, nothing should be removed or added to or repaired. Ensure all writing, stamps, symbols, or other content in the archives remain intact and not added to. Please do not use self-stick notes in archives files. If any damage does occur or deterioration starts to happen unexpectedly, please report it to the SRO immediately. A condition report will be sent with the loaned archives.
10. Once a loan is approved and the loan is active, changes can be requested to the loan, including duration and reproduction, by emailing proposed changes to [govloans@sro.wa.gov.au](mailto:govloans@sro.wa.gov.au). Amendments will be authorised by the Director State Archives, and confirmation sent to the organisation.