



COLLECTION POLICY AND STRATEGIES

1.0 Policy:

The Presbyterian Church has a proactive policy for the collection and preservation of its archives and records. The Director of Archives will ensure as far as is practicable a balanced, permanent and continuing record of all aspects of the PCANZ life and mission, of faith communities from the time of settlement of New Zealand with the view of ensuring that those records of archival and fiscal value are preserved.

The Presbyterian Archives will acquire:

- 1.1 Official records produced through the actions of the General Assembly, presbyteries, parishes and national organisations, including all boards, commissions, committees and task groups established by any of the above-mentioned bodies.
- 1.2 Official records are defined as all documentary materials (e.g., correspondence, publications, photographs, videotapes, etc.) received or originated by the PCANZ and its staff in the normal course of its activities, which serve as evidence of the organization, mission, function, policies, decisions, procedures and operations. Such records are the property of the PCANZ, and all rights, interests, and use of those records belong to the PCANZ
- 1.3 Records of the courts and committees of the Presbyterian Church will not be disposed of without the authorization of the Director of Archives (GA1985). No Presbyterian official, minister, missionary or lay staff member shall deposit official records with another archival repository.
- 1.4 The Presbyterian Archives will accept personal papers created and gathered by ministers, missionaries, employees and prominent lay members of the Church that reflect the mission of the Presbyterian Church of Aotearoa New Zealand. These papers may also include personal family material, photographs and other relative information as it impinges on their Church activity. (see "Preserving your Personal Papers")
- 1.5 All records are reviewed for material that contains sensitive or private information with the required restriction applied. Donor/Depositor agreements will specify which rights are being transferred to the Archives. Unless specified to the contrary, intellectual property rights remain with the creator of the records being transferred as specified in the New Zealand Copyright Law. The Presbyterian Church can assume no responsibility for abuse of copyright restrictions by users of research materials.

2.0 Format of Archives and Records

- 2.1 The Presbyterian Archives will collect and maintain the following categories of non-active archives and records at the discretion of the Director of Archives (see Retention and Disposal Schedules). These records



Presbyterian Church of Aotearoa New Zealand

Archives Research Centre

connecting past present & future

may comprise material of any medium, including paper (for example: correspondence, computer printouts, maps, plans etc.), electronic/digital records, microfilm, 35 mm film, sound recordings, video recordings, photographs, negatives and glass plates. At the discretion of the Director of Archives some artefacts and published material which is viewed as significant within and falls within the policy above may be considered.

3.0 Methods of Acquisition

- 3.1 Archives and records will be accepted as donations, deposits on indefinite loan or as bequests resulting from approaches to the PCANZ by the creators of the documents.
- 3.2 Archives and records will be accepted by transfer from other Repositories if after consultation with the Repository it is no longer in the position to house the Presbyterian collection.
- 3.3 Purchases of archives and records may be made from reputable dealers and auctioneers, organisations or individuals who either have legal title or are acting on behalf of parties which have lawful title, in cases where the records meet the criteria of the above policy.
- 3.4 The Director of Archives will identify those records at risk within parishes and presbyteries and ensure their permanent preservation.
- 3.5 The Director of Archives will acquire further Presbyterian archives and records by increasing awareness of the services offered by the Presbyterian Archives through:
 - 3.5.1 Promotional leaflets describing the available services;
 - 3.5.2 Web pages describing the services available;
 - 3.5.3 Displays and exhibitions
 - 3.5.4 Press releases re recent acquisitions or exhibitions
 - 3.5.5 Article/notice in relevant publication
 - 3.5.6 Talks on relevant themes
 - 3.5.7 Personal contact

4.0 Terms of Deposit/Donation

- 4.1 Depositors/Donors will complete and sign a "Terms of Agreement to Donate/Deposit" when donating/depositing materials to the Presbyterian Archives.
- 4.2 The Director of Archives reserves the right to require a potential depositor or donor to provide valid title of ownership and to refuse to accept a donation or deposit if this is not supplied.
- 4.3 The Director of Archives reserves the right to return to the depositor any records deemed to be of no historical interest or, with the consent of the depositor, either to transfer them to a more appropriate repository or to destroy them.



Presbyterian Church of Aotearoa New Zealand

Archives Research Centre

connecting past present & future

- 4.4 Although the Presbyterian Archives cannot accept everything that may be offered, it welcomes the chance to review material.

5.0 Borrowing Rights:

Parishes and Presbyteries, and General Assembly Managers that have deposited their collections may borrow them from time to time, under the following circumstances:

- 5.1 Parish and Presbytery loans require to complete the Loan Form.
- 5.2 Any six items can be borrowed at any one time. If further items are required these can be uplifted once the original six items are returned.
- 5.3 The borrower is to ensure adequate care and handling of the material while on loan.
- 5.4 The Director of Archives must be notified if the records are to be held for 3 months or more.
- 5.5 Original manuscript materials must not be used in displays or exhibitions.
- 5.6 If at any time the Director of Archives determines that the material on loan is not being cared for adequately, the Director of Archives may cancel the loan and request the immediate return of the material.

6.0 Cooperation with authorised Repositories

- 6.1 The Presbyterian Church has an official "Agreement to Deposit" with various repositories throughout New Zealand. These Agreements cover long-term loan only. No collection is to be donated to another Repository. (see attached listing) The records and archives of all Presbyteries are required to be deposited in the Presbyterian Archives, Knox College, Dunedin.
- 6.2 Archives and records will be accepted by transfer from the authorised Repositories if the Repository is no longer in the position to house the Presbyterian collection, on the condition that reasonable notice is given and in accordance with the Agreement between the PCANZ and the Repository. The Presbyterian Archives will accept material referred to it from any Repository that considers the Presbyterian Archives is a more appropriate location and the material falls within the policy above.
- 6.3 In seeking to acquire records the Director of Archives will keep in mind the appropriateness and suitability of the Presbyterian Archives to have custody of the material or refer it to a more appropriate Repository.

Forms that relate to Policy:

- I. Agreement to Deposit: Parish Archives
- II. Agreement to Deposit: Presbytery Archives
- III. Agreement to Deposit: Personal Papers
- IV. Agreement to Deposit: Other Organisations & Clubs