University Collections Rule

Section 1 - Overview and Scope

(1) These principles and associated University Collections Guidelines apply to all University Representatives and to all collection activities of the University, including collections of an object, group of objects, digital material, or entire holdings of a museum or collection at the University of New England.

Section 2 - Principles

Principle 1 – UNE values collections for the role they have in enriching educational experience.

(2) We observe this principle by:

a. recognising collections as a valued part of the teaching, learning, research and outreach activities at UNE;
b. communicating with University Representatives and community to raise awareness of UNE's collections; and
c. facilitating access to or use of University Collections for educational purposes.

Principle 2 – Only collections that are aligned with our UNE object (as per the UNE Act), which are lawful and ethical and for which we have resources to care for at agreed standards, will be held by the University.

(3) We observe this principle by:

a. maintaining a register of University Collections;
b. having in place a process for establishing and reviewing University Collections, where the approving authority is the UNE Vice-Chancellor and Chief Executive Officer or delegate;
c. having a University Collections Committee with authority to monitor University Collection activities and to advise the Vice-Chancellor and Chief Executive Officer on collections matters;
d. having an Associate Director University Collections or equivalent operational function to help coordinate and support a University wide approach to collections;
e. assigning a Custodian (typically a Executive Dean of Faculty, or senior officer of an administrative unit or the Director Library Services and University Librarian) for each UNE Collection, with responsibility for the allocation of resources and for overseeing the management of collection; and
f. assigning responsibility for management of a collection to a Collections Manager, with responsibility for day to day management of the collection (including acquisitions, de-accessions, care of collection and facilities, staffing, reporting and other associated activities such as record keeping, other compliance and agreements management) in a manner which is consistent with University policy and relevant standards and regulations related to the specific collection.

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Section 3 - Quality Assurance

(4) The University provides University Collections Policy to help support University Representatives adhere to the required standard of practice regarding University Collections. The University will put in place measures to monitor that these principles and guidelines are being followed.

(5) University Representatives are encouraged to seek support and advice about collections matters and polices from the Associate Director University Collections in the first instance. Further assistance may be provided by the University Collections Committee or the Office of the Vice-Chancellor and CEO.

Section 4 - Authority and Compliance

(6) The Council, pursuant to Section 29 of the University of New England Act, makes these Principles which have the effect of a Rule.

(7) These Principles operate as and from the Effective Date. Previous Rules regarding University Collections and related documents are replaced and have no further operation from the Effective Date of this new Rule.

Status and Details

Status	Current
Effective Date	21st April 2020
Review Date	21st April 2023
Approval Authority	Deputy Vice-Chancellor Research
Approval Date	21st April 2020
Expiry Date	Not applicable
Unit Head	Ben Gooley Director Library Services and University Librarian 02 6773 2071
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Glossary Terms and Definitions

"UNE Act" - Is the University of New England Act 1993 (NSW).

"Effective Date" - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.

"University Representative" - means a University staff member, contractor, agent, affiliate, residential staff member, UNE Council member, Council committee member, employee of a controlled entity, director of a controlled entity and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations, affiliated organisations and other bodies falling into one or more of these categories.

"University Collection" - A University Collection is a coherent group of items that have historic, aesthetic, cultural, scientific, research or social significance to the University or its teaching program, where ownership is clearly vested in the University, and which has been approved for entry on the University Collections Register. Note: Research Materials are covered by separate policy and are not deemed a collection for the purposes of UNE's Collection Principles and Guidelines.

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