



**POLICY OF ACCESS AND USE**  
**Gallery Archives**  
**Anna Leonowens Gallery**

**POLICY TITLE**

POLICY OF ACCESS AND USE  
 Gallery Archives  
 Anna Leonowens Gallery, NSCAD University

<b>POLICY No.:</b>	
<b>SCOPE:</b>	All Faculty, Staff and Administrators, College Community, NSCAD students, External Researchers
<b>APPROVAL:</b>	Board of Governors
<b>DATE OF ORIGINAL POLICY:</b>	February 2011
<b>LAST UPDATED:</b>	
<b>SCHEDULED REVISION DATE:</b>	February 2016
<b>CONTACT:</b>	Anna Leonowens Gallery Director

**MANDATE**

The Anna Leonowens Gallery Archives serves to promote NSCAD University as a historical, cultural, and intellectual asset to the students, faculty, staff, and administration of NSCAD University, and the broader international arts community. NSCAD has been, and continues to be, a conduit for exceptional arts and cultural activity; our holdings represent and promote seminal artists and rare, valuable works related to NSCAD University.

**VISION**

Via public research, publications and exhibitions, public access to the Anna Leonowens Gallery Archive holdings, and ongoing care of the holdings, the Gallery Archives promotes sustainable public awareness of NSCAD University's unique historic and ongoing cultural contributions. In housing both the Gallery Archives and Permanent Art Collection on campus at the Anna Leonowens Gallery, valuable context is given to the holdings at NSCAD University.

Anna Leonowens Gallery, as custodian of the Gallery Archives, aims to make the holdings equally accessible to NSCAD University Community members and the broader public, while maintaining institutional standards of care and maintenance of the Archives.

**SCOPE**

This policy is relevant to all members of the public: NSCAD Faculty, students and staff members working at and with NSCAD University and Anna Leonowens Gallery (be they permanent, part time, sessional, contract workers, researchers, interns, students, researchers or volunteers) as well as members of the Archives and Permanent Collections Committee.

*The Gallery Archives* refers to the following archival fonds; Anna Leonowens Gallery Exhibitions fonds, Mezzanine fonds, Lithography Workshop fonds, Permanent Art Collection fonds, NOW Bulletin Collection, NSCAD Notes Collection and all related series and files within these fonds.

**ACCESS POLICY**

The Gallery Archives are currently open to the public on Thursdays, by appointment only. Individual requests for physical access will be considered case by case, upon review of completed Research Access Form (please see Appendix 1). Specific holdings or use copies are generally available for review or retrieval, by appointment, 2 weeks after a request is submitted.

Access to the Gallery Archives may occur through supervised interaction with records, images, fine art objects, physical and digital documents. Proposed projects related to personal and academic research, publication (including web sites, electronic media and promotional materials), media events, films, and advertising may be permitted. Access to the Gallery Archives is supervised by the Director of the Anna Leonowens Gallery and Exhibitions Coordinator: Archives, Collections and Public Art, in consultation with the Archives and Collections Committee.

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**ACCESS AND USE**

The following conditions apply for access to Gallery Archives holdings and related documents:

- a. Researchers will be asked to complete a Research Access Form, review and follow the rules governing access and use of the Gallery Archives.
- b. Trained Anna Leonowens Gallery staff will always retrieve archival items from the holdings area for the researcher and will supervise researcher at all times. Items will be viewed in a safe, designated area. Specific items are subject to availability. All parties will wear protective garments as necessary and advised by Anna Leonowens Gallery staff.
- c. Items from the Gallery Archives will not leave the designated viewing area, unless on loan to an approved researcher or institution, in accordance with the Anna Leonowens Gallery Off-Site Loan Agreement (please see Appendix 2).
- d. Whenever possible, use copies will be used for reference to ensure the safety of the original. If requested and staff resources are available, digital or photographic copies of items may be made for the researcher (if request falls within parameters outlined in copyright section). Copies are made at the cost of the researcher. Digital photography of items by researchers is permitted on a case-by-case basis, for personal notation purposes only, not for publication.
- e. Trained Gallery staff will check requested items both before and after the researcher or borrower has referenced them, noting any change, deterioration or damage.
- f. If archival items are included in publications and/or exhibitions, copies of all related promotional material and final publications are to be provided to the Anna Leonowens Gallery for inclusion in the Gallery Archives.

**RESTRICTIONS ON ACCESS AND USE**

Access to items not yet accessioned into the Gallery Archives may be restricted at the discretion of the Director of the Anna Leonowens Gallery.

Donor or artist-negotiated restrictions relating to public access, reproduction and/or publication of selected documents (made at the time of donation) are honoured by Anna Leonowens Gallery staff and NSCAD University.

The Director of the Gallery reserves the right to refuse access to the Archives if any archival holdings are at risk due to a lack of staffing resources or if health and safety risks should arise for staff, researchers or the holdings.

The Director of the Gallery may refuse access if the researcher's intended use of an item or archival material violates the policy conditions in any way.

**COPYRIGHT**

Photocopy requests for Archival material can be refused if an item is deemed too fragile, if restrictions apply or if time does not permit completion of a copy request date.

Only Gallery Staff (or a hired suitable technician) can make or supply copies (digital or physical) of original items. Copies are provided for research purposes only and will bear a digital or physical stamp from the Anna Leonowens Gallery. NSCAD University and the Anna Leonowens Gallery must be credited appropriately for any use of items from the Archives. Archival records should be cited listing (in order: item title, author, recipient, fond, location, series, folder, and name of repository (Anna Leonowens Gallery Archives, NSCAD University)).

Researchers accept the sole responsibility and cost related to acquiring copyright permission to reprint, publish, reproduce or exhibit any item(s) from the Archives, as well as legal liability for any infringement of copyright that may be incurred in relation to Canadian Copyright Law.

**POLICY REVIEW**

The Gallery Archives Policy of Access and Use will be periodically reviewed by the Director of the Anna Leonowens Gallery, the Exhibitions Coordinator: Archives, Collections and Public Art and the Archives and Collection Committee.

**REFERENCES**

Canadian Museums Association, Ethics Guidelines, <http://www.museums.ca/Cma1/About/CMA/ethics/introduction.htm>, Accessed January 3, 2006.

Canadian Heritage Information Network, Collections Management, [www.chin.gc.ca](http://www.chin.gc.ca), Accessed from December 15th, 2005 to September 9th, 2006.

Ellis, Judith, Keeping Archives; second edition, The Australian Society of Archivists in association with Thorpe Publishing, 2002

Port Phillip Online, Port Phillip City Collection, [www.portphillip.vic.gov.au/port\\_phillip\\_city\\_collection\\_management\\_policy.html](http://www.portphillip.vic.gov.au/port_phillip_city_collection_management_policy.html), Accessed December 13th, 2005.

Standard Practices Handbook for Museums 2nd Edition, Museums Alberta, 2002  
Standard Practices Handbook for Museums, Museums Alberta, 1991

University of South Australia, University of South Australia Art Collection Policy: Acquisition and management of University art works, [www.unisa.edu.au/policies/policies/corporte/C25.asp](http://www.unisa.edu.au/policies/policies/corporte/C25.asp), accessed August 21, 2006 and September 6-28, 2009.



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APPENDIX 1



**Anna Leonowens Gallery Archive**

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RESEARCH ACCESS FORM

**PART I - Research Information**

<p><b>Name:</b> _____</p> <p><b>Affiliation:</b> _____</p> <p><b>Address:</b> _____</p> <p>_____</p> <p><b>Telephone:</b> _____ <b>Fax:</b> _____</p> <p><b>Email:</b> _____</p>
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**PART II - Nature and Purpose of Research**

Please describe or list the kind of information that you are seeking, and the purpose(s) for which it is being collected.

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**PART III – Privacy Act**

In obtaining access to personal information under the provisions of paragraph 8(2)(J) of the Privacy Act, I hereby agree that;

- 1- No disclosure of information obtained from records of The Gallery will be made in a form that could reasonably expect to identify an individual to whom it relates without express written authority of The Gallery. The Gallery may seek written permission of a third party.
- 2- Any personal information obtained will be used only for the purpose(s) described in Part II of this form and no subsequent use will be made without the express authority of The Gallery.
- 3- All personal information obtained from records of The Gallery will be destroyed, rendered anonymous, or returned to the Gallery as agreed by The Gallery and the researcher prior to the release of information.
- 4- I will at all times protect the information and preserve the physical integrity and confidentiality of the records to which I have access.

**PART IV – Copyright Act**

I understand that the material being provided by The Gallery may be subject to the Copyright Act R.S. C-42. I understand that the material may be used solely according to the fair dealing provisions in the Copyright Act for the purposes of the private study or research. I agree that it is my sole responsibility to ensure that the rights of the author provided by the Copyright Act are upheld and agree to indemnify The Gallery for any loss or damage that results or arises out of my use of these materials.

I understand that failure to comply with these undertakings could result in the loss of research privileges at The Anna Leonowens Gallery, NSCAD University.

\_\_\_\_\_  
Researcher's Full Name (Please Print)

\_\_\_\_\_  
Researcher's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gallery Director Approval (Print)  
Anna Leonowens Gallery  
NSCAD University

\_\_\_\_\_  
Gallery Director Approval signature  
Anna Leonowens Gallery  
NSCAD University

\_\_\_\_\_  
Date



**POLICY OF ACCESS AND USE**  
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APPENDIX 2



**Anna Leonowens Gallery Archive**

OFF-SITE LOAN CONTRACT

BORROWER	
NAME: _____	EMAIL: _____
WORK PHONE: _____	HOME PHONE: _____
I AM A NSCAD: <input type="checkbox"/> STUDENT <input type="checkbox"/> STAFF/FACULTY MEMBER <input type="checkbox"/> OTHER INSTITUTION: _____	

ITEM(S) BORROWED :

1. ITEM: \_\_\_\_\_

FILE/FONDS: \_\_\_\_\_

2. ITEM: \_\_\_\_\_

FILE/FONDS: \_\_\_\_\_

3. ITEM: \_\_\_\_\_

FILE/FONDS: \_\_\_\_\_

(see attached form for additional items)

BORROW DATE: \_\_\_\_\_ RETURN DATE: \_\_\_\_\_

I (the Borrower) take full responsibility for the safe-keeping and timely return of the item(s) borrowed. I understand that items must be cared for and handled in the manner described by the Anna Leonowens Gallery staff. If at any point during the off-site loan period the item(s) borrowed are altered or damaged in any way due to negligent handling, I will notify the Anna Leonowens Gallery Director immediately, I will not attempt to repair any item(s) myself, and I will assume full financial responsibility for repair of the borrowed item(s), including consultation costs.

I understand that all Archive holdings are subject to the Canadian Copyright Act and should be treated accordingly.

BORROWER SIGNATURE \_\_\_\_\_

GALLERY DIRECTOR, SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



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APPENDIX 3



**Anna Leonowens Gallery Archive**

REQUEST FOR REPRODUCTION

RESEARCHER			
NAME: _____	EMAIL: _____		
WORK PHONE: _____	HOME PHONE: _____		
I AM A NSCAD	<input type="checkbox"/> STUDENT	<input type="checkbox"/> STAFF/FACULTY MEMBER	<input type="checkbox"/> OTHER

ITEM(S) REQUESTED (please list date/title & artist/author-if applicable) :

1. ITEM: _____
FILE/FONDS: _____
<input type="checkbox"/> PHOTOCOPY <input type="checkbox"/> DIGITAL SCAN – 300dpi JPG <input type="checkbox"/> DIGITAL PHOTOGRAPH - TIFF
<input type="checkbox"/> OTHER _____

3. ITEM: _____
FILE/FONDS: _____
<input type="checkbox"/> PHOTOCOPY <input type="checkbox"/> DIGITAL SCAN – 300dpi JPG <input type="checkbox"/> DIGITAL PHOTOGRAPH - TIFF
<input type="checkbox"/> OTHER _____

(see attached form for additional items)

STATEMENT OF CONSENT

I (the Researcher) understand that all Anna Leonowens Gallery Archive holdings are subject to the Canadian Copyright Act and should be treated accordingly. I agree that it is my sole responsibility to ensure that the rights of the author provided by the Copyright Act are upheld and agree to indemnify The Gallery for any loss or damage that results or arises out of my use of these materials.

I understand that the material being provided by The Gallery may be subject to the Copyright Act R.S. C-42. I understand that the material may be used solely according to the fair dealing provisions in the Copyright Act for the purposes of the private study or research. I agree that it is my sole responsibility to ensure that the rights of the author provided by the Copyright Act are upheld and agree to indemnify The Gallery for any loss or damage that results or arises out of my use of these materials.

I understand that failure to comply with these undertakings could result in the loss of research privileges at The Anna Leonowens Gallery, NSCAD University.

RESEARCHER SIGNATURE \_\_\_\_\_

GALLERY DIRECTOR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

APPENDIX 4

FEE STRUCTURE

Payment can be made in person or through surface mail, by cash or cheque (cheque payable to NSCAD University).

REPRODUCTION SERVICES

<b>MEDIA</b>	<b>IMAGE TYPE</b>	<b>COST</b>
DIGITAL IMAGES (if available: sent via email)	JPEG (research reference images/scans at 180 dpi) Note: 5 images maximum	free
	JPEG (publication quality at 300dpi) Note: 3 images maximum	Free (copy of publication to be sent to Anna Leonowens Gallery)
	TIFFS Note: 1 image maximum	Free (copy of publication to be sent to Anna Leonowens Gallery)
SCANS	TIFFS	\$5.00/item
CD/DVD (sent via surface mail)	JPEG (research reference images/scans at 180 dpi)	\$10.00/CD
	JPEG (publication quality at 300dpi)	\$15.00/CD
	TIFFS	\$25.00/Gold DVD
		+ postage & handling
PAPER PHOTOCOPY (sent via surface mail)	8 x 10 (black and white)	\$0.50/copy
	8 x 10 (colour)	\$1.00/copy
	11 x 14 (black and white)	\$1.00/copy
	11 x 14 (colour)	\$2.00/copy
		+ postage & handling

RESEARCH SERVICES

Research services are available upon request, and are subject to staff availability. Research rates are calculated on an hourly basis, dependant upon the services required. Please contact Exhibitions Coordinator: Archives, Collections and Public Art for a quote.

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Failure to comply with these undertakings could result in the loss of research privileges at The Anna Leonowens Gallery, NSCAD University.