1. Summary

The Library collects and preserves Australia’s heritage and stores the collections in a secure environment to provide equitable access to contemporary and historical knowledge. This policy describes how the security of Library collections is maintained whilst allowing ongoing access by the public, staff, volunteers and contractors as appropriate.

2. Policy statement

Each collection storage area is assessed and the access levels required by the relevant branches and specific staff of the Library are established. The access levels are determined through consideration of:

- collection content
- collection value
- security requirements
- legislative requirements
- operational requirements
- operational efficiency

There are three collection storage access levels:

- “all branch” - all staff in the branch have access to the designated collection storage area
- “designated staff only” - a nominated list of staff in the branch have access to the designated collection storage area
- “as required for specific operational reasons” - staff who do not normally have access but temporary access is approved when required for specific operational reasons

The collection storage area access levels are authorised by the Director, Library Services.

Any changes to the authorised collection storage area access levels must be requested by the appropriate Manager and approved by the Director, Library Services.

Staff access to collection storage areas is assigned and maintained in accordance with the authorised collection storage access levels.
Volunteer and contractor access to collection storage areas is also assigned and maintained in accordance with the authorised collection storage access levels and must relate to a specific project.

Members of the public are not permitted in any collection storage areas with the exception of organised tours/programs led by members of staff/volunteers with appropriate access.

In emergency situations where the wellbeing of the staff, public and the collection is concerned, access to collection storage areas can be granted directly by the Security Coordinators when staff able to authorise access are not available.

3. Exclusions
Library materials normally stored in the reading rooms on open access to the public, such as monographs, newspapers, magazines and microforms, are not subject to this policy.

4. Legislative and Policy Framework
Most relevant legislation
- NSW Library Act 1939
- NSW Public Finance and Audit Act 1983
- NSW Copyright Act 1879 (Re. legal deposit)

Related and/or most relevant State Library and government policies
- Collection Storage and Service Delivery Policy
- Staff Loans Policy

5. Definitions and acronyms
"I&A" – Information and Access Branch

“Collection storage area” - is defined as an area with restricted access which is used for storing the Library collections. This includes both onsite and offsite storage areas.

6. Responsibilities
- **Director, Library Services**, is responsible for:
  - Approving the list of Collection Storage Access Levels.
  - Approving requests from Managers to grant staff temporary access to a collection storage area when the branch does not have authorised access specified in the published list of Collection Storage Access Levels.
  - Approving the Strong Room Access List and the Framed Collections Access List.
  - Approving any changes to the Strong Room Access List and the Framed Collections Access List.

  If the Director, Library Services is not available, responsibility is delegated to the Director, Operations & CFO, and if neither is available, the NSW State Librarian & Chief Executive.

- **Project Officer, Onsite Services, I&A**, is responsible for:
  - The management of collection storage area access in accordance with the authorised collection storage area levels.
The management of strong room access in accordance with the authorised collection storage area levels.

- Undertaking a 12 monthly review of staff collection storage area access. In the absence of the Project Officer, Onsite Services, the Director, Library Services will temporarily assign these duties to another staff member. The Security Coordinators will be informed in writing of any persons acting in this role.

**Security Coordinators** are responsible for:

- Providing security card and electronic key-safe access to the staff on advice from the Project Officer, Onsite Services.
- Maintenance of an up-to-date register of staff collection storage area access on the Cardax security system.
- Informing the Project Officer, Onsite Services by email, of any occurrences of emergency access being granted to collection storage areas.

**Managers** are responsible for:

- Requesting additions and removals of collection storage area access for their staff, volunteers and contractors as defined in the associated procedures. Where practical, managers should submit requests in advance via the online request forms.
- Undertaking a 12 monthly review of their branch’s collection storage area access.
- Reviewing the access requirements of any staff members who transfer either permanently or temporarily into their branch, to ensure that the level of access is appropriate to the operational requirements of the position held.

**Staff, volunteers and contractors** are responsible for:

- Understanding and complying with this policy.

### 7. Recordkeeping

Full and accurate records of the activities relating to collection storage access such as requests for staff access, confirmation of access granted, approved procedures, formal reports and any instances of emergency access granted are to be created and registered in the Library’s recordkeeping system in accordance with the Records Management Policy and the *State Records Act 1998*.

The Authorised Access Table details the approved access levels of the relevant Library branches to each of the collection storage areas and is maintained by the Project Officer, Onsite Services, I&A. The current Authorised Access Table is made available on the Intranet.

An electronic register of current staff collection storage area access is maintained on the Cardax security system which provides staff with the required level of security card access. An up-to-date listing of staff (by branch) with approved access to collection storage areas is generated from the Cardax system for Managers to access and check as needed.

### 8. Reporting requirements

Managers are responsible for requesting access to stack for staff, volunteers and contractors and reporting when access is no longer required.
The Security Coordinators are responsible for reporting all grants of emergency access to stack to the Project Officer, Onsite Services. The Project Officer, Onsite Services should then provide the Director, Library Services with a report of any emergency access granted each month.

9. Procedures
   Associated procedure documents:
   - Stack access change request flowchart (located on Intranet)
   - Stack access guidelines (located on Intranet)

10. Approval
    This policy was approved by NSW State Librarian & CE/Executive on 12 August 2014.

11. Implementation
    This policy is implemented on 12 August 2014.
    This policy is due to be reviewed by 12 August 2015.

12. History
    This policy replaces Collection Storage Access Policy v1.1.

13. Related Policy
    This policy is related to:
    - Staff Loans Policy
    - Collection Storage and Service Delivery Policy

14. Prepared by:
    Revision for version 1.2 prepared by:
    Coordinator, I&A
    Project Officer, Onsite Services, I&A
    21/07/2014

15. Document History and Version Control

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<td>1.0</td>
<td>7 May 2012</td>
<td>NSW State Librarian &amp; CEO</td>
<td>First Release</td>
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<td>1.1</td>
<td>4 December 2012</td>
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<td>Amendment in response to Auditor comments.</td>
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<td>Revision in response to Auditor comments and the Branch / Functional Review Program.</td>
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