



MELBOURNE CRICKET CLUB

Melbourne Cricket Club Policy

Heritage Collections Access Policy

Reference Number	POL143CSH
Policy Description	This policy provides guidance in relation to the ways in which material in the five heritage collections managed by the Melbourne Cricket Club (Australian Gallery of Sport and Olympic Museum, Australian Sports Museum, MCC Archives, MCC Library and MCC Museum) can be accessed and used.
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Responsible Department	MCC Club Services & Heritage

Document Control

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V1.0	November 2020	New policy, combining portions of previous policy documents	General Manager, Club Services & Heritage
V1.1	February 2021	Changes in opening hours and spaces to be accessed, COVID-19 provisions added	General Manager, Club Services & Heritage

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1. Purpose

The purpose of this policy is to define a standard approach for responding to internal and external requests to access collections objects, object information or heritage collection-related advice from relevant members of the MCC Club Services & Heritage department.

Facilitating access to collections held by the MCC is an important service for the MCC Club Services & Heritage department to perform, as custodians of these significant heritage collections. A primary aim of this document is to establish a clear outline of what services can be provided and supported.

2. Scope

This policy covers the five heritage collections managed by the Melbourne Cricket Club:

- Australian Gallery of Sport and Olympic Museum (AGOSOM) collection
- Australian Sports Museum (ASM) collection
- Melbourne Cricket Club Archives (MCCA)
- Melbourne Cricket Club Library (MCCL) collection, and
- Melbourne Cricket Club Museum (MCCM) collection.

A number of different forms of ‘access’ are referenced within this policy:

- a physical visit to view collection material in storage
- remote or onsite access to collection data or documentation (electronic or printed reports)
- outward loans of material to other cultural institutions, or
- requests for images or image reproductions.

This policy does not cover physical visits to view collection material on display in museums or on library shelves, since this method of access is detailed in other MCC documents: ASM/MCCM Front of House operational policies and MCC Library operational policies.

This policy also does not cover access to historical information (i.e. sporting information, statistics, etc.) unless that information directly relates to material held in the collections. Access to historical information, divorced from collection material, is primarily provided by the MCCL and its access is documented accordingly.

3. Background

This policy replaces the previous set of separate Access Policies for various collections, to standardize the approach, making it easier for staff to implement and for users to understand.

4. Policy

4.1. Policy Principles

Access to fragile and vulnerable objects may be restricted or withheld at the discretion of relevant staff to protect them from damage or loss.

Access to confidential, commercial and other sensitive information material may be restricted or withheld at the discretion of relevant staff to protect the interests of the MCC.

Staff will give fair, impartial and timely service to all access, reference, research and loan requests.

4.2. MCC Library collection access – specific details

4.2.1. Information Requests

Requests for information pertaining to subjects covered by items in the MCCL collection should be forwarded to:

The Librarian
MCC Club Services and Heritage Department
heritageservices@mcc.org.au
Ph: 03 9657 8876

Research requests will be responded to according to staff resources and priorities. Some requests may require a research interview to be conducted and a MCC Heritage Collections Research Request form completed to determine how the MCC Library resources can be best utilised.

In person appointments must be arranged at least 1 week in advance for research and reference purposes only. Appointments may be scheduled for Mondays, Tuesdays and Thursdays, between 10am and 4pm for a specified time limit and must be arranged with the Librarian.

Due to COVID-19 restrictions, appointments must adhere to their allocated time as space is limited. Researchers must comply with any COVID-19 related instructions by staff. Some material may not be available due to quarantine procedures and periods related to COVID-19.

The MCC Library is not open for appointments on Event Days.

Researchers may be referred to the online MCCL catalogue (the Liberty Library Management System). Registered researchers may also make reservations for items through Liberty, prior to their appointment.

There is currently no fee associated with research requests that relate to collection material.

4.2.2. Storage Access

Accessing the portion of the MCCL collection held in storage can be arranged by prior appointment and for research and reference purposes only. Appointments may be scheduled as per 4.2.1 above.

Access will be permitted in a manner that does not interfere with normal MCCL operations or compromise the

- physical condition
- integrity
- security
- ethical considerations
- confidentiality, or
- privacy of any item or any information related to an item.

4.2.3. Outward Loans

Loans of items from within the MCCL collection to external parties are generally not permitted.

Loans of items for exhibition in external exhibitions or displays will be considered on a case-by-case basis. Loans to MCC staff are permitted, subject to the following guidelines:

- Loan of material from the Learning Hub Library collection is available to all MCC Staff once they have registered with the MCC's Library Management System
- Loan of material to members of the MCC Museum and Heritage Services team is available on a short term basis, where the item relates to their work.

4.2.4. Reproductions

Requests from institutions for the reproduction of MCCL collection items will be considered under the Libraries Australia's Trove Collaborative Services copying service. If the institution is another partner then, as part of the agreement, there will be no fee associated with this service.

Requests for reproductions of MCCL collection images for publication or private use will be assessed on a case-by-case basis in relation to:

- Proposed distribution of the image (commercial, private, educational, etc.)
- Association of image

Images will be provided with (as appropriate):

- Image Caption
(e.g. *Photograph of Don Bradman, walking onto the Melbourne Cricket Ground, 1930*)
(Registration Number)
- Credit Line
(e.g. *Kindly donated by [Donor] to XXX Collection*)
- Image Supply Credit Line
(E.g. *Image courtesy Melbourne Cricket Club*)
- Copyright Information
(e.g. © *Copyright Owner*)
- Photographer Information
(e.g. [Photographer Name/Company])

Completion of a MCC Heritage Collections Image Request form is required.

There is currently no fee associated with image reproduction requests. However a fee may be charged for image reproduction requests of a commercial nature on a case-by-case basis.

4.3. Australian Gallery of Sport and Olympic Museum, Australian Sports Museum and MCC Museum collections access – specific details

4.3.1. Information Requests

Requests for information pertaining to objects in the AGOSOM, ASM & MCCM collections can be forwarded to:

The Collections Access Coordinator
MCC Club Services and Heritage Department
heritageservices@mcc.org.au
Ph. 03 9657 5574

Research requests will be responded to according to staff resources and priorities.

Researchers may be referred to the online Vernon CMS catalogue ('Online Collections').

There is currently no fee associated with research requests.

4.3.2. Storage Access

Visiting the portion of the AGOSOM, ASM or MCCM collections held in storage can be arranged by prior appointment and for research and reference purposes only. Appointments must be arranged at least 1 week in advance and may be scheduled for Mondays, Tuesdays and Thursdays. Appointments are based in the MCC Library, between 10am and 4pm for a specified time limit and must be arranged with the Collections Access Officer.

Due to COVID-19 restrictions, appointments must adhere to their allocated time as space is limited. Researchers must comply with any COVID-19 related instructions by staff.

Some material may not be available due to quarantine procedures and periods related to COVID-19.

Access will be permitted in a manner that does not interfere with normal MCCL, ASM or MCCM operations or compromise the:

- physical condition
- integrity
- security
- ethical considerations
- confidentiality, or
- privacy of any object or information related to an object.

4.3.3. Outward Loans

All objects that form a permanent part of the AGOSOM, ASM or MCCM collections can be considered for borrowing.

A loan request must be submitted in writing by potential borrowers, outlining:

- Proposed objects to borrow
- Proposed loan period
- Proposed use of objects

A completed ASM Exhibitor Facilities Report must also be submitted by potential borrowers.

Requests for loans of objects in the museum collections should be forwarded to:

The Collections Access Coordinator
MCC Club Services and Heritage Department
heritageservices@mcc.org.au
Ph. 03 9657 5574

In the first instance, objects requested will be assessed by relevant staff in relation to:

- External location
- Object condition
- Availability
- Size
- Transport requirements
- Significance
- Insurance value

4.3.4. Reproductions

Requests for reproductions of museum collection images for publication or private use are assessed on a case-by-case basis in relation to

- Proposed distribution of the image (commercial, private, educational, etc.)
- Association of image

Any images provided are not intended for large scale printing, merchandising or exhibition purposes.

Images will be provided with (as appropriate):

- Image Caption
(e.g. *Photograph of Don Bradman, walking onto the Melbourne Cricket Ground, 1930*)
(Registration Number)
- Credit Line
(e.g. *Kindly donated by [Donor] to XXX Collection*)
- Image Supply Credit Line
(e.g. *Image courtesy Melbourne Cricket Club*)
- Copyright Information
(e.g. © *Copyright Owner*)
- Photographer Information
(e.g. [Photographer Name/Company])

Completion of a MCC Heritage Collections Image Request form is required.

There is currently no fee associated with image reproduction requests. However a fee may be charged for image reproduction requests of a commercial nature on a case-by-case basis.

4.4. MCC Archives access – specific details

4.4.1. Information Requests

Requests for information pertaining to objects in the MCCA should be forwarded to:

The Collections Access Coordinator
MCC Club Services and Heritage Department
heritageservices@mcc.org.au
Ph. 03 9657 5574

Research requests will be responded to according to staff resources and priorities.

Researchers may be referred to the online Vernon CMS catalogue ('Online Collections').

All requests must be made in writing by completing a MCC Heritage Collections Research Request form. Requests may be subject to the approval of MCC Executive Management and/or the CEO.

There is currently no fee associated with research requests.

4.4.2. Storage Access

Visiting the MCCA collections held in storage can be arranged by prior appointment and for research and reference purposes only and may be subject to the approval of MCC Executive and/or the CEO. Appointments must be arranged at least 1 week in advance and may be scheduled for Mondays, Tuesdays and Thursdays. Appointments are based in the MCC Library between 10am and 4pm, for a specified time limit and must be arranged with the Collections Access Officer.

To preserve the original archives, access is by digital format or printed access copies where available. Where material is not already in a digital format, staff may digitize in order to provide access and a fee may apply.

Researchers must be accompanied by a staff member.

Due to COVID-19 restrictions, appointments must adhere to their allocated time as space is limited. Researchers must comply with any COVID-19 related instructions by staff. In addition to the levels of access outlined below, some material may not be available due to quarantine procedures and periods related to COVID-19.

Access will be permitted in a manner that does not interfere with normal ASM, MCCL or MCCM operations or compromise the

- physical condition
 - integrity
 - security
 - ethical considerations
 - confidentiality, or
 - privacy
- of any object or any information related to an object.

All records are to be used by researchers in designated reading areas under MCC staff supervision and according to handling protocols.

4.4.3. Outward Loans

Material in the MCCA is usually for reference only but ‘open’ records (see 4.4.5, below) may be loaned for special purposes (e.g. for display) subject to completing the necessary documentation and obtaining approval.

4.4.4. Reproductions

Archival material for which the MCC holds the copyright, and which is not designated as ‘closed’ or ‘restricted’ (see 4.4.5., below), may be freely used by Registered Users for research, educational, or other non-profit purposes in accordance with the Copyright Act 1968.

The MCC requires that researchers undertake to deposit with the Archives, for preservation in the MCC Library, a copy of any work written or relevant part thereof or online URL, which quotes material from the MCC Archives or which is in any way dependent on the MCC collections.

Requests for reproductions of MCCA images for publication or private use are assessed on a case-by-case basis in relation to:

- Proposed distribution of the image (commercial, private, educational, etc)
- Association of image

Images will be provided with (as appropriate):

- Image Caption
(e.g. *Photograph of Don Bradman, walking onto the Melbourne Cricket Ground, 1930*)
(Registration Number)
- Credit Line
(e.g. *Kindly donated by [Donor] to XXX Collection*)
- Image Supply Credit Line
(e.g. *Image courtesy Melbourne Cricket Club*)
- Copyright Information
(e.g. © *Copyright Owner*)
- Photographer Information
(e.g. [Photographer Name/Company])

Completion of a MCC Heritage Collections Image Request form is required.

There is currently no fee associated with image reproduction requests. However a fee may be charged for image reproduction requests of a commercial nature on a case-by-case basis.

4.4.5. Levels of Access

Material in the MCC Archives is classified according to one of the following three access categories: ‘closed’, ‘restricted’ or ‘open’. These categories are assigned according to physical and/or intellectual criteria. Physical criteria include the fragility/rarity of significant items to which access may be denied or be restricted in order to ensure their protection and preservation. Intellectual considerations include withholding access subject to certain conditions in order to protect the

personal privacy of individuals, information of special commercial or other sensitivity to the MCC or information provided in confidence by another party.

- ‘Closed’ Records

Some archival records are permanently closed because of poor physical condition. Others may be closed for extended periods of time because of individual or organisational privacy, confidentiality or other requirements.

By convention, records of a private and confidential nature such as personnel records are withheld for 75 years from the year in which the records were created. In some circumstances a lesser period (e.g. 30 years) is considered appropriate.

Official records generally remain ‘closed’ for a period of 30 years from the date of the last action after which time they are moved to ‘restricted’ classification.

Material categorised as ‘closed’ may only be accessed by the creator (or successor) or authorised MCC staff.

- ‘Restricted’ Records

Access to some records is restricted because of condition, age or sensitivity:

Condition: Fragile material may only be accessed via a facsimile in order to protect the original.

Age: Aged material released from ‘closed’ status may be restricted for an additional and defined time period.

Sensitivity: Material containing information relating to the personal privacy of individuals, records of special commercial or other sensitivity/confidentiality to the MCC (including intellectual property such as, but not limited to, trademarks and trade secrets), or information provided in confidence by another party.

Material classed as ‘restricted’ may only be accessed by the creator (or successor) or authorised MCC staff. Discretionary access to other users may sometimes be granted, and applications must be made in writing.

- ‘Open’ Records

These are items such as publications and material on the public record. This material may be viewed or copied without restriction, subject to standard reprographic procedures and conservation requirements, and in conformity with Privacy and Copyright legislation.

Open records also include material which is older than 75 years (unless other restrictions prevail).

5. Related Statutory Obligations

None

6. Definitions

ASM	Australian Sports Museum
AGOSOM	Australian Gallery of Sport & Olympic Museum
MCCA	Melbourne Cricket Club Archives
MCCL	Melbourne Cricket Club Library
MCCM	Melbourne Cricket Club Museum
MCG	Melbourne Cricket Ground

7. Related Documentation

Australian Gallery of Sport and Olympic Museum Collection Policy
Australian Sports Museum Collection Policy
Melbourne Cricket Club Museum Collection Policy
Melbourne Cricket Club Heritage Collections Quarantine Procedure
MCC Heritage Collections Image Request Form
MCC Heritage Collections Research Request Form

8. Review and Approval

This policy was approved by GM, Club Services & Heritage on October 26, 2020. It will be reviewed annually, commencing January 2021.