



NATIONAL ARCHIVES OF SOLOMON ISLANDS ACCESS POLICY

Purpose of the policy

The purpose of this Policy is to outline the guidelines for making sure that access to the National Archives of Solomon Islands is appropriate and well managed.

The National Archives of Solomon Islands is committed to preserving government and historical records which document the history of Solomon Islands, and to providing access to material held at the National Archives. The National Archives will ensure that material is available for inspection at all times unless there is good reason for access to particular materials to be restricted. The policy aims to ensure that access restrictions are applied consistently, and that decisions regarding access and restrictions are well informed and documented.

This Access Policy should be read in conjunction with the Reading Room Regulations issued by NASI (AR Procedure 1).

Users of the archives:

The archives are available for use by government officers and by any member of the public.

Persons must apply for and receive authorization to use the archives.

Access to the archives is obtained by completing AR Form 1: "Application for Reader Card", which is available from the National Archives. Payment of the relevant access fees needs to be made to the Ministry of Finance.

Right of access to records:

All users of the archives may access any records held in the collection of the National Archives, except those records which are restricted by law, other regulations, or by conditions imposed by the donor or depositor of the records.

Records may be accessed after payment of the standard research fee.

All users of the archives have the right to inspect finding aids and guides related to records in the archive collection.

All users have the right to obtain copies of materials held in the archives, under the direction and advice of National Archives staff, for the purposes of private study.

Administration of access to archives:

i) Non-circulation of records:

Records may not be removed from the Reading Room within the National Archives. In certain cases, loans or copies of records may be made available by arrangement with researchers or other institutions for a specific purpose. Records should not be removed from their containers or folders, and the items should not be moved around inside folders. This will ensure that records are kept in their original order.

ii) supervised use of records

All records are to be used under the supervision of staff of the National Archives.

Visitors to the Reading Room are asked to register by signing a visitor's book on each day of entry to the Archives as a researcher. This is to account for all visitors to the building for safety reasons, and to safeguard the unique and valuable archival materials held in the archives collection.

iii) restriction of access to records

Access to individual records is dependent on any access conditions associated with the individual records. These conditions may be imposed by regulatory requirements, privacy and confidentiality conditions, or by any access conditions imposed by the donor of the items.

In accordance with the conditions of the *Archives Act* (1994), the National Archives must ensure that if there is a good reason to restrict access to materials held in the archives, this access is withheld. From time to time, the Government Archivist may determine that access to a record is not appropriate. The Government Archivist has the right to refuse or restrict access to all or some archival materials when required to do so by law, regulation or depositor agreement. The Government Archivist may also restrict access to materials which invade the privacy of living or deceased persons, which contain libelous or defamatory statements or allegations, or records which are unprocessed, or in poor condition. If the restrictions are appealed, the final decision for access to the archives lies with the Permanent Secretary of the Ministry responsible for the National Archives.

iv) Equality of access to records

The National Archives provides reference services without favour or prejudice. The Archives does not grant privileged or exclusive use of archival material unless required to do so by law, depositor or purchase conditions.

v) Quotation and citation of records

The National Archives permits quotation of the text of records, with acknowledgement of the original archival source. All references to archival materials must carry an approved form of citation properly identifying the records and acknowledging the National Archives of Solomon Islands.

vi) Copying of records

Copying of records is permitted, for a fee, unless access is restricted by conditions associated with the particular material. Please refer to Archives staff for information regarding copying fees.

vii) Use of cameras and flash photography in Reading Room

Cameras are permitted in the Reading Room for taking photographic copies of records. Flash photography is not permitted in the Reading Room, in order to protect the records from exposure to strong light, which can cause records to fade quickly.

viii) Personal belongings in the Reading Room.

Researchers may use personal laptop computers in the Reading Room.

The National Archives is not responsible for the security of personal equipment and materials used by researchers in the Reading Room.

ix) Fees charged for access to records

Registration for access as a reader at the National Archives is done by payment of the standard research fee.