

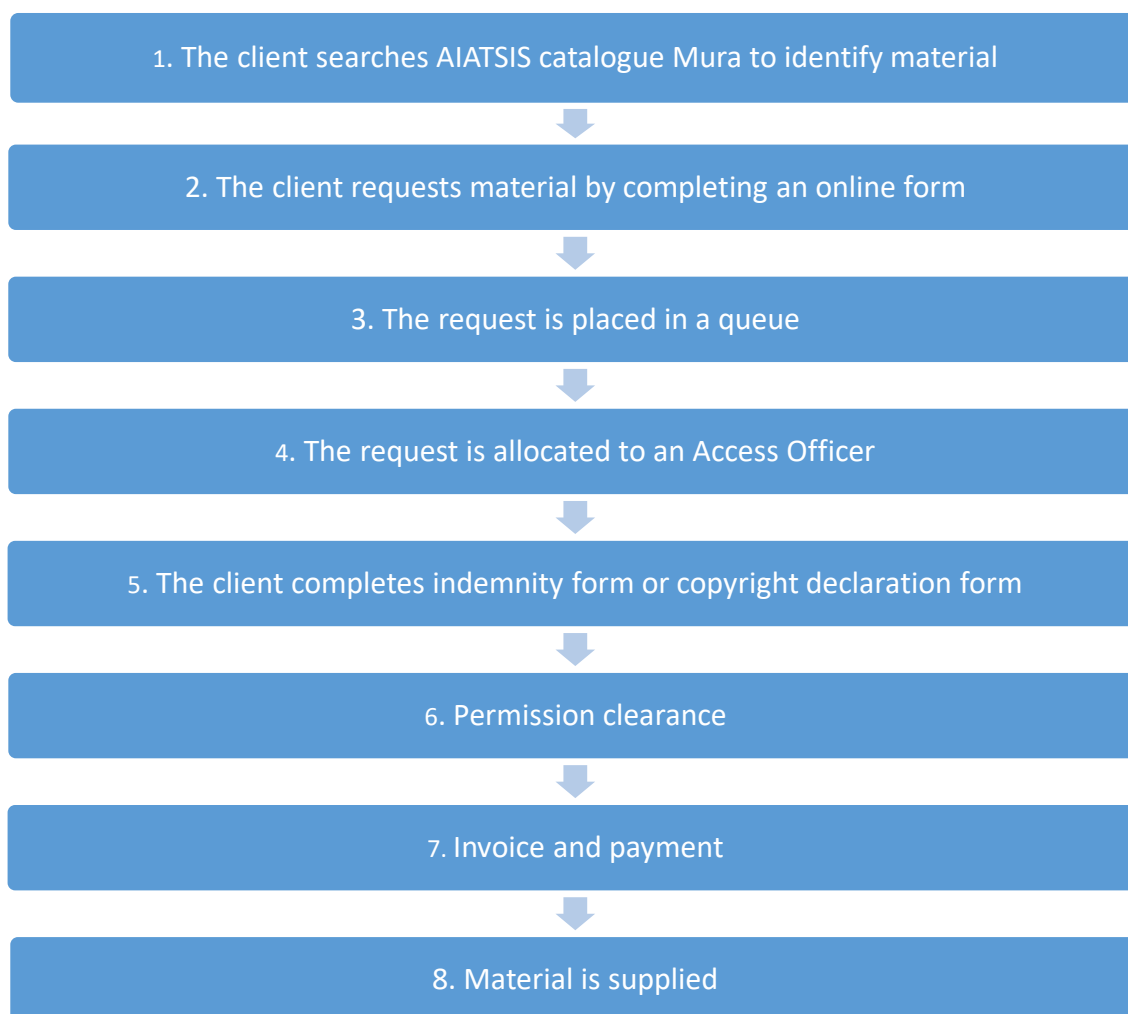
# Obtaining AIATSIS Collection Material

The process AIATSIS has in place for people to access and obtain copies of its collection materials reflects the diverse nature of the AIATSIS collection itself. The collection includes unpublished photographic, audio-visual and printed materials with varying access conditions and permissions placed by the depositors. The process can become lengthy as we follow the procedures that are designed to protect the individuals and communities that are represented in the AIATSIS collection, as well as protecting the interests of depositors and copyright owners.

Each request is unique due to the individual nature of each clients' requirements and the conditions attached to requested materials. There are many steps in the process for both the client and Access Officers.

The flowchart below shows the basic process for obtaining AIATSIS collection material. Further explanations are also provided which may assist an understanding of the work involved.

## Steps in the process



## Explanation of steps in the process

1. The client makes a search of the AIATSIS catalogue [Mura](#).

If necessary, AIATSIS staff will assist the client in searching the catalogue. To request material, make a note of the the call number, title and any access conditions of the material.

Please be mindful that access to collection material is not guaranteed regardless of whether it includes your family/clan/community.

2. The client makes a request by completing the [online request form](#). The request is logged and allocated a request number.
3. The client's request is placed in a queue. AIATSIS will send an email response to the client advising how long before the request can be allocated to an Access Officer.
4. The Access Officer will support the client and keep in contact throughout the process, providing the information and paperwork required for the client to obtain copied material for personal use/ research.

The Access Officer will send the client:

- an indemnity form to complete if the requested material is unpublished;
- a copyright declaration form to complete if the requested material is published; or
- an email to assist clarification if the client's request does not specify exactly which material is being requested.

5. The client must complete an indemnity form or a copyright declaration form for their request to be processed.

The indemnity form is to be signed by all individuals or representatives of an organisation or corporation wanting to obtain copies of deposited AIATSIS collection material.

If the indemnity form or copyright declaration form is not returned within two weeks a reminder will be sent to the client. If the client has not responded to the reminder within a week the request may be closed.

6. Permission clearance

Once the client has completed and returned the indemnity form, the Access Officer will find out if access to the material can be gained or if further permissions are needed.

Permission is needed to gain access to material where the depositor or the copyright holder has put restrictions on the access. Permission may be required even if the material is about the client's family or culture. In some cases the depositor or copyright holder has agreed to relevant people having access, but this is not always the case.

Permission from relevant community representative(s) or individual(s) may also be required if the requested material contains sensitive material – culturally or personally – and/or images of individuals.

The client is responsible for gaining community permission where this is required and is expected to keep the Access Officer up to date with their progress.

If the required permission is not obtained, material cannot be provided to the client.

Publication of unpublished material held in the AIATSIS collection will require AIATSIS approval.

Please refer to AIATSIS [Access and Use Policy](#) for further information about access and use of material held in the AIATSIS collection.

#### 7. Invoicing and Payment

Unless a client's request comes under the [Return of Material to Indigenous Communities](#) program, a tax invoice will be sent to the client.

If a tax invoice has been sent, payment must be made before the material can be provided.

#### 8. Material is supplied

Once any permissions have been granted and/or payments made, the Access Officer will provide the client with copies of the material requested. Copies of the materials will be provided electronically, usually by cloud service.

#### Footnote:

If a client decides to publish material previously obtained, the client MUST contact the Collection Access Unit via the online form for the appropriate permissions required for publication of that material.

The client may be required to undergo a similar process including the completion of another indemnity form. Once the client has been granted all the permissions required, the requested material can be used in the client's publication.