

VUW Architectural and Design Collected Archives Board.

School of Architecture, VUW

This document proposes the establishment of a group to oversee a new research collection to be housed in the Faculty of Architecture and Design, VUW, 139 Vivian Street. This group will build on work already achieved to suitably house the rich resources of the Martin Hill Collection and aims to ensure sustainable long term growth of the resource.

1. INTRODUCTION

The Archive Room houses a selection of archives and manuscript collections related to architecture at Victoria University, Wellington. The collections currently support staff and postgraduate research in the areas of New Zealand architecture and design history. The room is physically located adjacent to and has access from the Architecture and Design Library, VUW, but currently there is no formal administrative connection between the archive and the library. The archive is proposed to be managed by the VUW Architectural and Design Collected Archives Board.

"Archives" as described in this Policy means the non-current records of an organisation which are of permanent retention value. "Donor" means an entity which transfers ownership of archives or manuscripts to the Victoria University. "Manuscripts" means the records of individuals.

2. THE VUW ARCHITECTURE AND DESIGN COLLECTED ARCHIVES BOARD

The VUW Architectural and Design Collected Archives Board is a sub-committee of the Architecture and Design Faculty Board. It manages the Faculty of Architecture and Design Collected Archives, including developing policies for collection, management and use. It is also charged with:

- (1) establishing policy for the collection
 - (2) finding resources and funding for the ongoing conservation and development of the archive
 - (3) making recommendations and contributing to the development of the University Library's collection policy for Architectural and Design rare books
 - (4) overseeing the relationship of the archive with the VUW Library, the wider research community and relevant institutions.
 - (5) ensuring compliance with appropriate legislation and reporting procedures.
- and
- (5) any other business deemed to be necessary.

It does not manage the administrative archives of the Faculty which are part of the University Archives.

The composition of the Board is as follows:

- The Dean of the Faculty of Architecture and Design (or their representative)
- The Head of Collection Services
- The Architecture and Design Librarian
- The J.C. Beaglehole Archivist/Special Materials Librarian
- Three academic staff from the Faculty of Architecture and Design (elected by the Faculty Board for a term of three years).¹

¹ In the first instance academic staff members will be elected, one each for a term of one year, two years and three years.

The Board may co-opt non-voting members from time to time.

The Chair of the Board will be one of the above members of the Board and will be decided by the consensus of the Board. The term of the chair will initially be for two years with the possibility of reappointment up to a maximum of four years. As a minimum, the Board will normally meet quarterly.