

11 February 2021

Archives New Zealand, 10 Mulgrave Street, Wellington

Phone +64 499 5595

Websites [www.archives.govt.nz](http://www.archives.govt.nz)

[www.dia.govt.nz](http://www.dia.govt.nz)

Michael Belgrave  
President, New Zealand Historical  
Association  
Via email: [m.p.belgrave@massey.ac.nz](mailto:m.p.belgrave@massey.ac.nz)

Tēnā koe Michael

### **Archives New Zealand and the New Zealand Historical Association (NZHA)**

Thank you for your email dated 3 February 2021 in which you inquired about the progress of the planned research induction programme for tertiary students and other new professional researchers. I appreciate your introduction of the NZHA and look forward to a warm relationship with the organisation.

I understand the NZHA has continuing reservations about the change in reading room hours. Following your correspondence with my predecessor in July 2020, we continued with the 12-month pilot of reduced reading room hours. Provisions were in place to manage special research needs on a case-by-case basis. Continuing with the pilot has allowed us to monitor the impact of the changes through the collection of usage data. It has also allowed our staff to contribute to key priorities, including the ongoing development of a new archival management system to replace Archway, and the preparation necessary to enable a smooth transition to our new facility. The pilot ends on 26 February, after which an assessment report will be collated, and the ongoing arrangements for the reading room hours will be evaluated, published and implemented.

In your previous correspondence, our planned induction programme for tertiary students and other new professional researchers was detailed. The induction will cover a range of essential skills and approaches for archival research including an overview of Archives NZ's holdings – what we have and importantly, don't have, what primary sources are and how to use and reference them, and how to navigate Archway. We will also assist these researchers to pre-register, so they can order their records ahead of time. This will assist researchers to come up to speed quickly with primary source research at Archives and help them make the most of their time in the Reading Room.

The programme has not yet been fully implemented, however, we have started to develop instructional videos for the Archives NZ Youtube channel. Seven tutorial videos have been produced so far and focus on the following topics:

- How to register online as a reader.
- How to open a digitised record.

*Kia pono ai te rua Mahara – Enabling trusted government information*

- How to access restricted records.
- How to find community held collections.
- Archives NZ online resources.
- Archives NZ audio visual resources.
- How to view the National Collection of War Art online.

Lastly, I want to encourage the NZHA to regularly remind its members to get in contact with Archives NZ early if they are planning large research projects or expect they will need special assistance. Our teams are ready to assist but we do need enough notice to ensure needs can be met.

Thank you again for your email, and for your ongoing support of Archives New Zealand.

Ngā mihi

A handwritten signature in black ink, appearing to read 'SS Clarke', with a long horizontal line extending from the end of the signature.

**Stephen Clarke**

Chief Archivist – Kaipupuri Matua

Archives New Zealand – Te Rua Mahara o te Kāwanatanga