

Access Policy of Dr. Avabai Wadia and Dr. Bomanji Khurshedji
Wadia Archives for Women (AWA)

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Introduction:

Dr. Avabai and Dr. Bomanji Khurshedji Wadia Archives (AWA) for Women was established by the RCWS through a generous bequest outlined in Dr. Avabai Wadia's will. Dr. Avabai Wadia a prominent freedom fighter and advocate for women's rights, dedicated her life to the realization of women's reproductive rights. She was the founder member of organizations such as Family Planning Association of India (FPAI) and International Planned Parenthood Federation (IPPF).

The aim of AWA is to retrieve, create, preserve, transmit and make accessible, knowledge of women's lives: both historical and contemporary, for scholars, activists and a broader community alike. It aims to amplify the voices of women, often marginalised or overlooked in historical narrative. AWA seeks to integrate their voices into various fields such as social action, policy making, public disclosure and popular culture.

Definition:

Access refers to the privilege or assigned permission to use computer resources within the AWA Archives.

Vision:

To create an archive on women enabling the reconstruction of women's history through the diverse perspectives towards the realization of gender equality and justice.

Scope:

The purpose of this archive policy is to define the rules and regulations governing access to the Archive collection.

Objective:

This policy aims to facilitate seamless access to AWA resources for students and teachers through username password access. Additionally enables answering reference queries via post or email attachments for a fee, while responding to plain inquiries free of charge. Moreover it extends the advantage of AWA resources to researchers and scholars worldwide.

This policy shall be effective from February 2025.

Access Procedures:

1. Users are encouraged to initiate enquiries about the Archive and its holdings by sending an email as the primary mode of communication.
2. The contact information for the Archive is listed at the end of this document.
3. The Archivist will likely to be able to address numerous inquiries remotely, potentially eliminating the necessity for an in person visit and may recommend alternative or supplementary sources of information.

Access Rules:

1. Access is strictly granted in accordance with prearranged agreements made with Director and Head of Department (HOD) of Research Centre for Women's Studies (RCWS).
2. Users can access archives during regular hours, between 10.30 am – 5.30pm, Monday to Saturdays (Except 2nd and 4th Saturdays and on Bank Holidays) at the RCWS.
3. Upon their initial visit, users will be required to complete online reader registration form (See Appendix 1) and provide proof of identity.
4. Archives and special collections are securely held in designated areas, inaccessible for loan to any users, to ensure security and preservation.
5. For security reasons, bags or any form of baggage are not permitted in the Library/Archives premises.

Access to Collection:

Physical access:

1. Users are permitted to consult materials within RCWS library premises.
2. Access to specific collections may be restricted if deemed fragile or physically unsafe for handling by Archives Staff.
3. The Director and Head of Department (HOD), RCWS reserves the rights to restrict access to confidential records or uncatalogued materials.
4. Discretion regarding access refusal for preservation purposes lies with the Director and Head of Department (HOD), RCWS
5. In order to preserve original documents surrogates or alternative formats may be produced to minimise wear and year and ensure their longevity.

Copyright:

1. Resources available for open access are intended for study and research purposes only.
2. AWA- RCWS retains Intellectual Property Rights for fellowship material submitted to the Archives.
3. Users are prohibited from modifying or abusing the contents of resources used, and publication may result in legal responsibility under the Copyright Act.
4. The resources used should be duly cited to both the author and archives as a reference source.

Type of material for access

Resources which will be freely available are:

1. AWA Fellowship reports.
2. Interviews of former SNTD Women's University Vice Chancellors.

Resources with restricted access will require special permission of the Director and Head of Department (HOD), RCWS. These resources are original documents and audio visual material.

Reproduction of material

1. Audio and visual materials are available for online viewing only; downloading options are not provided.
2. Access to photocopies of photographs/document with watermarks requires prior approvals from the Director and Head of Department (HOD), RCWS.

Login Access

1. The Archivist holds the right to manage the user id and password.
2. Access to view/listen audios or documents will be granted for a specific time period and limited to particular records.

Charges to access the Archive:

A. Physical Access:

Only visit to view/listen photos, documents and audio visuals in the archive per day (with user id and password):

SNDT Women's University Students/Researchers	Outside SNDT Women's University Students (Amount in Rs.)	Foreign Students/Researchers
NIL	Rs.100 per day	Rs.500 per day

Charges for photocopying of documents, photos, transcripts, translations:

(Print Material of AWA Archive, RCWS Publications and books from Documentation Centre)

SNDT Women's University Students/Researchers	Outside SNDT Women's University Students	Foreign Students/Researchers
Rs.10/- per page for photocopy	Rs.10/- per page for photocopy	Rs.20/-per page for photocopy
Rs.30/- per page for printing	Rs.30/- per page for printing	Rs.60/- per page for printing
Rs.20/-per page on mobile scanning / photo	Rs.20/- per page on mobile scanning / photo	Rs.40/- per page on mobile scanning / photo

B. Online Access

i) Online access for full-text through user id and password: (no downloading option)

SNDT Women's University Students/Researchers	Outside Women's University Students	SNDT Women's University Foreign Students/Researchers (Amount in Rs.)
Rs.25/- (per day)	Rs.100 (per day)	Rs.500 (per day)

ii) Request to email digital material per item/file:
(Documents, photographs, and audio visual files)

SNDT Women's University Students/Researchers (Amount in Rs.)	Outside Women's University Students (Amount in Rs.)	SNDT Women's University Foreign Students/Researchers (Amount in Rs.)
Rs.25/-	Rs.100/-	Rs.500/-

Payment Details:

Material will be emailed only after confirmation of the payment.

The bank details are as follows:

Account Name: Research Centre for Women's Studies Avabai Wadia Memorial Fund

Bank Name: Union Bank of India

Bank Address: Juhu Tara Road Branch

Account Number: 369102010803972

IFSC Code: UBIN0536911

MICR Code: 400026054

Contact Details of Archive

Research Centre for Women's Studies

Dr. Avabai Wadia and Dr. Khurshedji Wadia Archives for Women (AWA)

SNDT Women's University

Sir Vithaldas Vidyavihar,

Juhu Road, Santacruz (West)

Mumbai 400 049

Write to us: - awaarchives@rcws.sndt.ac.in
rcws@sndt.ac.in

Appendix 1:

Reader Registration Form

Date:

Full Name:

Address:

Nationality:

Email address:

Contact No.:

Type of User (Student, Researchers, Teacher or any other)

Purpose to visit Archives:

Signature