

# Application for Access to Manuscript Collections



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## Access to Manuscript Collections

A formal request for access to the manuscript collections held in the Special Collections of the Barr Smith Library must be made prior to use of any material. Official identification is required. The request application signifies acceptance of the access conditions as set out below.

1. All research will be carried out under the direct control and supervision of the Special Collections Librarian or staff delegated by her.
2. Records made available to researchers will not be marked or disordered in any way and will be returned to the Special Collections Librarian in their original order and condition.
3. No photocopies of records will be made without the specific permission of the Special Collections Librarian and any copying will be subject to any access conditions for that particular collection, to the physical condition of the records and to copyright legislation.
4. Such photocopies are made for the purposes of personal research only and should not be further reproduced. No further copies or publication in any form of material from the manuscript collections will be undertaken without the written permission of the University Librarian. Where the University is not the copyright owner of the material the researchers should obtain the necessary permission of the copyright holder before undertaking any form of publication.

Name of applicant .....

Address.....

.....Tel.no.....

Collection requested.....

I agree to comply with the above conditions.

Signature.....

Date.....

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### OFFICE USE ONLY

Approved by:

Subject to the following restrictions:

Date: ..... Signature: .....

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